### PLAN

**Determine objective of this “small test of change” and plan it**

**WHY** are we trying out this change? What’s our objective?

**Component(s) of Change Package addressed** (check all that apply):

- Organizational readiness to implement
- Organizational readiness to collect and monitor fidelity & outcome data
- Systems Intervention (external)
- Coach or other staff ‘competency’
- Quality training
- Quality coaching
- Quality Recruitment and Selection
- Usability Test
- Staff engagement and “ownership”
- Use of Data to Make Decisions
- Facilitative Administrative Structures and Processes

**Specific objective:** The purpose of this change is to improve ____________________________ by ____________________________

### WHAT are we going to do (the Plan)?

-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________

### WHEN will the Plan be initiated?

- Day(s): M ☐ T ☐ W ☐ Th ☐ F ☐ S ☐
- Date(s) (mo/day): ____________________________

### WHO will initiate the Plan? …monitor it?

- ☐ Qualitative Measures
- ☐ Quantitative Measures
- ☐ Stages Assessment

### HOW will we study the impact of the Plan?

**How will we determine if we’re making progress toward our objective:**

What information/feedback will we collect about the impact of this change? Who will do this? What resources are needed?

-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________

Which metric(s) might tell us if this change resulted in improvement(s)?

- ☐ See Implementation Drivers Assessment

### DO- Carry out the change and collect information about it

<table>
<thead>
<tr>
<th>Test End Date?</th>
<th>WAS test done as planned?</th>
<th>DID we study it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) (mo/day):</td>
<td></td>
<td>Collected information about impact of change</td>
</tr>
</tbody>
</table>

| | | |
| | | |

| | | |
| | | |

**Comments (e.g., problems encountered):**

-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
-_____________________________________________________________________________
### STUDY—Analyze information; summarize what was learned

**WHAT feedback did we get?**...from whom?...at what levels of the organization? Quantitative? Qualitative?

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**WHAT lessons** have we learned?

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### ACT/ADJUST—Reflect on what was learned and act accordingly

**WHAT is our next step?**
- [ ] Do another cycle (e.g., adjust, expand)
- [ ] Add or Improve Implementation Drivers to Boost Impact
- [ ] Fully implement or embed the change
- [ ] Discontinue (try something new)

**WHAT adjustments** will we make for the next cycle?

_________________________________________________________________________________________________________________________________
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**WHAT will be the size and scope of our next test?**

(e.g., # of staff, # of clients, audience)

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