

Implementation Stages Action Plan



Name of District:

Date:

Name of Implementation Team Members:

Exploration Stage

- Decision regarding commitment to adopting the program/practices and supporting successful implementation
- Implementation Team, communication plan developed
- Identify need, programs to meet need, determine fit, examine evidence
- Consider resource availability, assessing readiness, capacity to implement

Action Planning: What might we do to further strengthen our Exploration process? Are there activities we need to revisit? What are the “next right steps” to engage in or revisit activities?

Activities	Time Frame	Person(s) Responsible	Resources needed

Installation Stage

- Set up infrastructure so that successful implementation can take place and be supported
- Establish team and data systems, develop training and coaching plans
- Try out the practices, work out details, learn and improve before expanding to other contexts

Action Planning: What might we do to further strengthen our Installation process? Are there activities we need to revisit? What are the “next right steps” to engage in or revisit activities?

Activities	Time Frame	Person(s) Responsible	Resources needed

Initial Implementation Stage

- Plans for communication, coaching and support are developed and shared
- Systems in place for coaching, data measuring and reporting
- Revision of Implementation Drivers recommended based on review of challenges and sustainability

Action Planning: What might we do to further strengthen and learn from our Initial Implementation process? Are there activities we need to revisit? What are the “next right steps” to engage in or revisit activities?

Activities	Time Frame	Person(s) Responsible	Resources needed

Full Implementation Stage

- Monitoring and support systems in place for each Implementation Driver
- Feedback processes are in place and functioning
- Data are used by agency leadership and implementation teams to make decisions

Action Planning: What might we do to further strengthen and maintain our Full Implementation? Are there activities we need to revisit? What are the “next right steps” to engage in or revisit activities?

Activities	Time Frame	Person(s) Responsible	Resources needed