



## Overview Checklist

Use this checklist as your master checklist during the implementation phase of your project! This checklist is a summary of the many checklists found in the Workbook.

<b>Name of Project</b>	<hr/>
<b>Reason that a change is being advocated?</b>	<hr/> <hr/> <hr/>
<b>Description</b>	<hr/> <hr/>
<b>Project Lead</b>	<hr/>
<b>Sponsor</b>	<hr/>
<b>Local Contact &amp; Resources</b>	<hr/> <hr/> <hr/>

### Chapter 2: Get Organized Checklist

- ☐ Review development work
- ☐ Identify essential elements – people & tools
- ☐ Plan evaluation

#### Review Development Work Checklist

- ☐ Why is a change being advocated?
- ☐ Is this a small change or a big change? Keep in mind that not every practice change requires a written Standard.
- ☐ What occurred during the development of a change in practice or the revision/development of a Standard?
- ☐ What do you need to be aware of in order to implement the practice change or Standard?

#### Identify Essential Elements Checklist

- ☐ How do you describe the project? What needs to be written down and what kind of documentation would be most useful?
- ☐ What people do you need to involve and what level of involvement is required?
- ☐ How do you communicate or contact people?
- ☐ What skills and resources will you need to access to get the work done?
- ☐ What is available in VIHA and how do you go about locating what you need?
- ☐ Is the project feasible? Does it make sense from a human resource and financial point of view? Who can help you draw some comparisons or analyze the feasibility?

### Plan Evaluation Checklist

- ☐ Keep it simple: Identify expert resources (e.g. quality improvement/risk management staff, CNS, epidemiologist, university faculty) to help with the process.
- ☐ Include in your plan: goal(s) you want to achieve, target group, structure, process and outcome objectives and indicators, and resources required.
- ☐ Review checklist of issues that you may need to consider.
- ☐ Consider issues related to data collection.
- ☐ Use existing data and tools if possible.
- ☐ Develop a realistic timeline.
- ☐ Prepare a budget.
- ☐ Find out who needs to approve your plan.
- ☐ What other resources could you use to develop an evaluation plan?

### Chapter 3: Create Action Plan Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Determine the scope  | <input type="checkbox"/> Assemble the action plan    |
| <input type="checkbox"/> Identify stakeholders and associated implementation issues | <input type="checkbox"/> Communicate                 |
| <input type="checkbox"/> Map out activities and resource requirements               | <input type="checkbox"/> Update & report on progress |

### Chapter 4: Implement Action Plan Checklist

- ☐ Finalize Action Plan
- ☐ Implement Action Plan
- ☐ Evaluate

#### Finalize Action Plan Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> What has to be done?                   | <input type="checkbox"/> Where will the activities take place? |
| <input type="checkbox"/> Who will do the work?                  | <input type="checkbox"/> How will the work get done?           |
| <input type="checkbox"/> When does the work need to be done by? |  |

#### Implement Action Plan Checklist

- ☐ Have you identified the project's key categories and the associated activities and actions that need to be taken?
- ☐ Have you identified the individuals, groups or committees that will carry out the activities?
- ☐ Have you developed an action plan with specific timelines for completion of the activities?
- ☐ Have you picked a "Go-Live" or start date to start implementation?
- ☐ Are required resources or supplies in place?
- ☐ Communicate the plan, the timelines and the status of the implementation project to relevant stakeholders.
- ☐ Implement! Proceed on your designated start date and roll-out the change.
- ☐ Monitor stakeholder feedback and develop contingency plans if required.

#### Evaluate Checklist

- ☐ Have you returned to the Evaluation Plan developed in Chapter 2 to ensure evaluation is occurring as planned?
- ☐ Remember to continuously monitor and evaluate the success of the implementation.