

Worksheet H: Implementation Strategy

Identifies **how** we will accomplish change.

Planning will help coordinate the activity of the team.

The implementation strategy includes how the change will be communicated, implemented, and evaluated.

1. Create an implementation strategy that incorporates the following questions:

- **What** is the change?
- **Why** has the team suggested this change? What is the goal?
- **Who** will be involved in the change? Are there other staff members who may be affected by this change?
- **Where** will the change take place? Remember to start small!
- **When** will the change be made (start date)?
- **When** will it be evaluated (evaluation date)?
- **How** will it be evaluated? – how will we know if we can expand this change to other areas?

2. Implementation Strategy:

Communication is the key!

- **Share** the answers to the above questions with the staff who will be involved in making the change.
- **Talk** about the change positively.
- **Ask** for feedback on how to implement the proposed change.