

Implementation Checklist

<u>Element</u>	<u>Owner</u>	<u>Approach / Required Tests</u>
☐ Buy-in Think about the people that will need to agree to adopt this change. How will you ensure their support?		
☐ Policies and documentation Does this change require changes in SOPs, standard policy, or other organizational standards?		
☐ Hiring procedures and requirements Does this change entail changes in job descriptions or skill sets for new employees?		
☐ Staff education/training Existing staff and new hires will need to be trained on the new process		
☐ Job descriptions, evaluation, compensation Will this revised process become the basis for employee evaluations?		
☐ Information flow Does this change require changes in IT systems, reports, or routing of operational information?		
☐ Equipment, supplies purchasing Make sure that items needed to support the change are on hand, and that equipment purchases are compatible with the new process.		
☐ On-going measurement and control How will you track the performance of the new process over time, in order to sustain improvement?		
☐ QI Capability Who else in your organization will need to understand and apply QI methods as you move toward implementation?		
☐ Other: _____		

Adapted from The Improvement Guide; Associates in Process Improvement