Worksheet I:
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:

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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.