

Toolkit: Implementation of Clinical Practice Guidelines

Action Plan Template:

Instructions: Use this template to develop your implementation action plan. You will need to complete the columns and identify specific activities under each of the major activities identified in the template.

	activity	target date	most responsible person	outcome/deliverables	progress
1.	Create a proposal describing the project background, goals and rationale. Include any information you have on costs and benefits, implementation strategies, action planning, timetables and evaluation. Don't forget the executive summary.				
2.	<p>Identification of project lead, champions and/or the group who will lead the identification and implementation of a CPG</p> <ul style="list-style-type: none"> a) Identify skill and role requirements. b) Communicate/recruit interested individual or group. c) Secure participation of project lead. d) Ensure project lead has clear mandate and resources required to start the planning process. 				
3.	<p>Identification, analysis and engagement of stakeholders</p> <ul style="list-style-type: none"> a) Define scope of implementation-- extent of implementation. b) Identify stakeholders-- use team approach to identify. c) Using team, collect data about the stakeholders-- use template provided. d) Organize the data and analyze--again use a team approach--strive for consensus. e) Determine strategies that will be used to influence, support and engage stakeholders 				

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	<p>in different capacities.</p> <p>f) Update the action plan based on strategies identified.</p>				
4.	Insertion of stakeholder strategies and actions once identified.				
5.	Completion of environmental readiness assessment.				
6.	<p>Identification and planning of specific implementation strategies</p> <p>a) Identify the barriers and facilitators from the environmental assessment.</p> <p>b) Involve your relevant stakeholders, choose intervention strategies from available strategies. Choose interventions based on available information, effectiveness, and fit with the organization and its members.</p>				
7.	<p>Development of plan for evaluation</p> <p>a) Identify available sources of evaluation support—expertise, data collection, etc. (may want to start with your Quality Council)</p> <p>b) Develop evaluation plan.</p> <p>c) Operationalize the plan.</p>				
8.	Create your action plan, based on implementation strategies identified.				
9.	<p>Identification of resources required for implementation</p> <p>a) Use budget worksheets provided.</p> <p>b) Involve implementation team and relevant stakeholders to ensure support for the completed budget.</p> <p>c) Develop strong argument for the budget.</p>				

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	<p>d) Identify ways to obtain funding from non-operational sources first – e.g. revenue streams, partnerships with specific vendors, etc. (Consider any conflict of interest)</p> <p>e) Present budget and sources of revenue to the responsible organizational management level.</p>				
10.	Update action plan, based on the financial information.				
11.	Proceed with implementation rollout. Put your plans into action.				
12.	Identification of monitoring processes.				
13.	Plan for celebration, marking milestones.				