

Plan on a Page* (or Three!)

This document includes a series of questions to guide Implementation Teams to execute a goal that they have developed as a team. These questions will help your team infuse implementation best practices into the work of defining and carrying out this goal. Guiding questions will help your team describe the purpose of the goal, timeline for completion, expected outcomes, who needs to be involved, capacities (resources/abilities) needed, and how to document what is learned throughout the process. Don't feel limited to the space provided - some teams may opt to answer these questions on shared word document or whiteboard. For more information or support in using this tool contact [Build Up@unc.edu](mailto:BuildUp@unc.edu).

What Is Our Purpose?

Goal (Make it SMART! – specific, measurable, attainable, realistic, and timely):

Why This Goal and Why Now --- how does it relate to your overall vision?

What Will We Achieve?

Expected Outcomes:



Measures to determine change (Consider building off existing data and/or tools if possible):

Who Do We Need to Help Us?

Implementation Team (IT) & Roles:

- *Who from the IT will be leading this?*
- *Who else from the IT needs to be involved and how?*

Leadership Team & Roles:

- *What will leaders above us need to know now while we're planning? Do we have any asks of them? After getting started?*

What Do We Need to Help Us?

Communication:

- *Who else in our organization needs to be alerted that we are planning this (leaders, supervisors, frontline staff, clients)?*
- *What will we tell them now, and how?*
- *How will we keep them in the loop as we move from planning to "doing" so that we can share successes, challenges, troubleshoot, etc. - what form of communication(s) will we use? How often?*



Work Force Development:

- *Does this new thing we're planning have implications for our workforce? Will it change how we hire people? How we train them? What we coach them on? How we give performance feedback for learning and growth?*
- *If so, what are next steps for following up? (Who do we need to alert, what do they need to know? What do we need them to do?)*

Learning:

- *How will we test this out in a small way to see if works before making any big changes? (Plan, Do, Study, Act; Usability?)*
- *How will we take the measures we're collecting to learn from this experience? Who will we share our learnings with and how will we use them to act and improve?*

Resources:

- *What else might we need to get this done? (Equipment, training, funding, other champions, etc.) How will we get them?*

How Will We Document What We Did and What We Learned (Institutionalization)?

Will we write a new document or integrate the results into existing documents? (Guidance documents, lessons learned document, charter, strategic plan, policies/procedures, etc.)