*Use this worksheet to prepare to launch your proposed ideas and solutions by completing the following checklist. Additional space has been provided for items specific to your project.*

|  |  |
| --- | --- |
| Implementation Strategy | Status*(Yes/No)* |
| Has a launch date been established? |  |
| Do we know what specific work units will be affected? |  |
| When will the first results need to be produced or reported? |  |
| **Prior Training & Preparation** |
| Have our stakeholders and affected teams been briefed on expected changes? |  |
| Do we have the necessary training documents complete? |  |
| Have points of contact been identified for training and additional assistance? |  |
| Has a new standard operation document been drafted? |  |
| **How will we measure results?** |
| Has a future state target or expectation been established? |  |
| Have metrics been agreed to by our stakeholders? |  |
| Have data collection methods been established? |  |
| **How will we adjust when we need to?** |
| Do we have a feedback mechanism in place for this project? |  |
| Do we know who will be responsible for analyzing our data and making decisions? |  |
| Have we established an evaluation and refresh rhythm? |  |

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| --- | --- |
| Are there additional items specific to your project? | Status*(Yes/No)* |
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**Action Item Checklist Items:**

*If you answered “no” to any of these questions, use this space to list action items to address those answers and set deadlines to hold yourself accountable.*

|  |  |
| --- | --- |
| Action Items | Target Completion Date |
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