# IMPLEMENTATION Stage Checklist

*Name of Initiative Here*

*This template will help to decide whether you are ready to apply for approval to move into the SUSTAIN stage, using a checklist of activities that need to be covered.*

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| **Have we completed all IMPLEMENTATION stage activities?** | |
| * Has the change been clearly communicated to all stakeholders and interested parties? | * Have we created & implemented further changes and refinements as identified in the above assessment? |
| * Has the training plan been fully implemented across all impacted groups? | * Is the rollout of the change complete? |
| * Have we assessed the effectiveness of the change? | * Are we now running in the ‘new business as usual’ manner? |

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| **Are we ready to move into the SUSTAIN stage?** | |
| * Has the change been fully adopted by all critical user groups? | * Have we prepared an IMPLEMENTATION stage report to be submitted for approval? |
| * Have all operational issues been resolved so that we are able to operate effectively in the new way? |  |
| * Are we now running in the new ‘business as usual’ manner? |  |

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| **IMPLEMENTATION Stage Report** |
| In order to provide adequate information for the authorising body to approve moving into the SUSTAIN stage, an IMPLEMENTATION stage report should be provided, including the following: |
| **Details of all IMPELEMENTATION stage activities**   1. Overview of all IMPLEMENTATION activities, including:    1. Completion of all communications    2. Completion of the training plan    3. Estimates of the level of adoption of the change 2. Details of any refinements and further changes, including:    1. Copies of any Rapid LDIS cycles, and Root-cause analysis activities 3. A final report of the overall program including:    1. A summary of all three Learn, Design & Implementation stages    2. A summary of all assessment activities and results    3. A rationale for moving to SUSTAIN stage |