**Organizational Readiness Checklist for Implementation**

The following is a brief self-assessment of key implementation items that will help you determine if you have the capacity or can build capacity to adopt and implement an evidence-based program/policy/strategy. Please read each item and place a check mark in one response to indicate your level of capacity. If you do *not presently have* this capacity or *do not have* this capacity, write down comments on how to build the capacity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Capacities and Resources** | **Yes, we have this capacity**  **(2)** | **We do not presently have this capacity, but we can build it (1)** | **No, we do not have this capacity**  **(0)** | **Comments** |
| **PREIMPLEMENTATION** | | | | |
| **Staffing** | | | | |
| Staff who can coordinate the program/policy/practice |  |  |  | What staff are needed: |
| Staff or volunteers to deliver the program/policy/practice |  |  |  | What roles are needed to deliver the program: |
| **Training** | | | | |
| Training on the program/policy/practice and health topic |  |  |  | Day of training: |
| Training on skills needed to deliver the program (e.g., facilitation, one-on-one education) |  |  |  |  |
| **Recruitment** | | | | |
| Methods to reach audience of interest |  |  |  | Brainstorm recruitment methods: |
| Partners to help outreach to audience of interest, if needed |  |  |  |  |
| **Adaptation (if necessary)** | | | | |
| Adaptation of program/policy/strategy  materials/methods |  |  |  | Changes:   Methods for Doing the Adaptation: |

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| --- | --- | --- | --- | --- |
| **Capacities and Resources** | **Yes, we have this capacity**  **(2)** | **We do not presently have this capacity, but we can build it (1)** | **No, we do not have this capacity**  **(0)** | **Comments** |
| **Adaptation (if necessary)** | | | | |
| Pilot testing of adapted materials/methods |  |  |  | Method:  Number of people in pilot test: |
| **IMPLEMENTATION** | | | | |
| **Program Implementation** | | | | |
| Participant recruitment |  |  |  | Methods: |
| A means to track program/policy/practice activities |  |  |  | Method: |
| A method to track the conduct of core program elements/key steps |  |  |  | Method: |
| A means to track participation (#’s) |  |  |  | Method: |
| A methods to discuss progress |  |  |  | Method: |
| **MAINTENANCE** |  |  |  |  |
| Plans for sustaining the program/policy/strategy |  |  |  | Proposed Methods: |