**Organizational Readiness Checklist for Implementation**

The following is a brief self-assessment of key factors that will be key to successful implementation. Factors will vary for different interventions and you may need to add or delete items from the list. Read each item and place a check mark to indicate whether you have it in place yet or not. If you do *not presently have* the factor in place, write down comments on the steps you will need to take.

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| --- | --- | --- | --- |
| **Factors key to implementation** | **Yes** | **No** | **Comments** |
| **Staffing** | | | |
| Leadership are supportive of this intervention. |  |  |  |
| Staff identified to deliver the intervention, with revisions to position descriptions as needed |  |  |  |
| Staff identified to supervise those who are delivering the intervention |  |  |  |
| Staff designated to serve as champion or implementation lead |  |  |  |
| An implementation team has been established |  |  |  |
| **Staff Training** | | | |
| An outline created of training objectives (knowledge, beliefs, skills) |  |  |  |
| Staff identified to deliver the training |  |  |  |
| A training plan created (location, timing, curriculum) |  |  |  |
| **Recruitment** | | | |
| A process and materials developed to recruit, refer, and otherwise reach individuals who would benefit from the intervention |  |  |  |
| Partners engaged to help reach individuals who would benefit from the intervention |  |  |  |
| **Resources** | | | |
| Space is available for delivering the intervention |  |  |  |
| The space includes the necessary equipment |  |  |  |
| A system in place to document intervention processes and outcomes |  |  |  |

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| **Capacities and Resources** | **Yes** | **No** | **Comments** |
| **Adaptation (if necessary)** | | | |
| Does the intervention fit the population and setting? |  |  | Plans for adaptation: |
| **Communication** | | | |
| Key stakeholders have been identified |  |  |  |
| A plan has been developed for communicating with stakeholders and keeping them engaged |  |  |  |
| **Monitoring and Evaluation** | | | |
| Metrics have been identified for evaluating implementation processes and outcomes |  |  |  |
| An evaluation plan has been drafted specifying what data will be collected when and to whom it will be reported |  |  |  |