Implementation Science: Practical questions worksheet

Asking the right questions can help you select a theory or framework and guide the planning, doing, and evaluation of implementation.

Context and organisational readiness

1. Has your organisation run implementation projects before?

2. What could be learnt from projects that have gone before?

3. Is the culture at your organisation open to implementation of new projects? Consider all levels.

4. What is your aim, and what do you need to understand?

5. Do you need to better understand barriers and enablers?

Stakeholders and leadership

6. Who are you working with: individuals, teams, or wider settings?

7. Who are the key stakeholders at all levels? Are they engaged in the process?
   Is there any endorsement that needs to be obtained?

8. Who will lead this change process and why?

Theory and frameworks

9. Where in the process do you need to use a theory or framework?

10. Does your approach lend itself particularly to design and planning, the process of implementation, or to evaluating implementation success?

11. Does the theory or framework you are considering fit the organisational level(s) where your project is being implemented?

12. Do you have the knowledge, capability, and capacity to use your chosen model? If not, who could you partner or work with to help you think about how to apply this model in practice?

13. Could more than one theory or framework be useful?

Planning and resources

14. Do you have a robust business plan in place?

---

15. How might project management help and support the process?

---

16. What resources are needed (and what are currently available)?

    a. How many staff are needed and what time is available to them to participate in the implementation project?

    b. Is any external resource needed?

Strategies, outcomes, and evaluation

17. What practical strategies could you use to support implementation?

18. Consider the list of practical strategies. Would any of these be applicable and feasible in your setting?

THIS. Institute

19. What are the intended outcomes of the implementation? What data will you collect to assess these outcomes and why? How will you collect the data and who will do this?

20. Does the data that will be available fit with your theory or framework?

21. What are the possible adverse outcomes of the implementation? How could these be planned for and mitigated?

22. Is there potential for spread of this work to other settings?