Spread, Scale-up and Sustainability: Practical questions worksheet

Overarching

1. What are your long term aims and ambitions for the work?

2. Do you want to see this work spread to other settings? If so, how do you see this happening?
   - Dissemination of learning through academic/professional routes?
   - Creating dedicated resources for people to use to 'self-serve' their own adoption process?
   - Working closely with a small group of early adopters to further test the model?
   - Creating an infrastructure that will allow widespread implementation and scale-up?
   - A combination of some or all of these approaches over time?

3. How could you build decision-making about spread, scale up and/or sustainability into your programme management and engagement approaches from the beginning? Literature review? Market research? Clarity of ambition and strategy? Measurement? Stakeholder engagement? Communications?

Spread

1. How will you identify settings most likely to adopt or spread this work?

2. When engaging with potential early adopters:

   a. How will you identify their needs and offer them support?

   b. How might this change your approach or leadership?

   c. How will you encourage them to share their learning to improve your intervention?

3. What is 'core' to your work and what can be 'adapted' to suit the local context?

4. What time, resources, and funding will you need and how long for?

5. What is your theory of change for spread?

6. What leadership skills are needed and how do they differ from the original work?

7. What is your communication and engagement plan?

8. What risk management strategies can you put in place to minimise challenges?

9. How do you plan to evaluate and share learning?

10. How will you plan for a successful ending of your involvement?

Scale-up

1. What kind of central infrastructure and processes will be required to achieve widespread implementation and scale of your work?

2. If you do need infrastructure, what funding, time and resources will be required and for how long?

3. How will you structure and lead this infrastructure? What's your strategy?

4. What are your core measures for success?

5. How will you aim to reduce unwarranted variation across adopting sites?

6. How will you share learning and best practice across all of the sites involved?

7. What happens when the supporting infrastructure ends? How will you transition this work to business as usual?

8. How will you share the results of the scale-up?

Sustainability

1. How will you identify what a sustainable change looks like in practice?

2. How will you focus on sustainability by continuously adapting the improvement within the context, and the broader system?

3. What will you measure from the start of your work that will support you to build a long-term business case? What data will you collect?

4. How will you maintain fidelity to the intervention/process and consistently review and agree any changes?

5. What will you measure long-term to improve your chances of sustainability?

6. What leadership behaviours are needed to ensure that any cultural, social, and behavioural norms that are required alongside any technical changes are thought about and integrated into the approach?

7. Who are your local champions and stakeholders? What do they need to sustain this work?