# Implementation Plan Template

### Activity Output

- Pinpoint action steps required in order to implement interventions or programs
- Incorporate evidence-based strategies to address any potential challenges or barriers
- Determine timelines and performance indicators to successfully implement interventions

## Purpose:

This is a generic, high-level implementation plan template that outlines the action steps needed to implement your selected evidence-based intervention(s). Individual implementation plans can be made for each intervention/program.

## Background:

The data to action steps outlined in Module 3 of the PHAST Toolkit and depicted in the Data to Action Infographic can be used to help you inform your implementation plan.

These actions include:

→ Review evidence-based interventions and success stories
→ Identify evidence-based intervention to address local needs, gaps and challenges
→ Identify barriers and facilitators
→ Prioritize interventions
→ Identify supports and design changes

The Suite contains tools to assist your public health and safety partnership with the last four of these steps. Click on each to view the tool.

# Instructions:

1. An implementation plan template is provided for you (Table 1) to use and adapt based on your needs. There is also an Implementation Plan tab in the Excel-based Partner Tracking Tool that contains this template. Complete this plan in whatever way works for your partnership. Methods used by other public health and safety partnerships have included: (1) a coordinator completing the plan with input from other public health and safety members; (2) having a series of team meetings to discuss the steps and complete the plans; (3) having a core group work on the plan with final approval from the entire public health and safety partnership.
2. Determine which **actions** need to be included in your plan using the actions list above. For example, if you have already developed supports and adaptations, you do not need to include these in the plan, and can instead describe how these will be enacted. However, if you have yet to do some of the steps described above, then include them in your plan.

| Action | Already completed? | What to include in plan |
|---|---|---|
| Review evidence-based interventions and success stories | ☐ Yes | ☐ Do not include step in plan |
| | ☐ No | ☐ Include step in plan |
| Identify evidence-based intervention to address local needs, gaps and challenges | ☐ Yes | ☐ Do not include step in plan |
| | ☐ No | ☐ Include step in plan |
| Identify barriers and facilitators | ☐ Yes | ☐ Do not include step in plan |
| | ☐ No | ☐ Include step in plan |
| Prioritize interventions | ☐ Yes | ☐ Do not include step in plan |
| | ☐ No | ☐ Include step in plan |

| | | |
|---|---|---|
| Develop supports and design changes | ☐ Yes | ☐ Include plan to enact supports and design changes |
| | ☐ No | ☐ Include step in plan, as well as how these will be enacted |

3. Describe the specific **activities** that need to be conducted in order to complete that action. For example, if "identify barriers and facilitators" is a step, describe how barriers and facilitators will be identified (e.g., in a meeting, using the barriers and facilitators activity template, etc.)
4. Describe **who is responsible** for completing each step—it could be the implementation team, leadership, a specific person, etc. You might also want to describe who is accountable for completing the step, which may be a different person/group that those responsible for performing it.
5. Articulate the **timelines** allocated for each step.
6. Think about which **performance indicators** might be used to for that step. You may also consider **benchmarks** for completion in the step.

An example has been provided for reference.

## Next Steps:

Once you have completed these steps, you may consider a few additional activities, such as:

- ➞ Assign implementation roles (i.e., a working group that is responsible for implementing the selected intervention/program)
- ➞ Explore the context of the implementation setting to make sure your intervention and supports "fit"/are suitable for the context
- ➞ Develop a monitoring and evaluation plan for your intervention(s)

# Tips:

This template can be used with your public health and safety partnership during planning activities and can be completed or modified in a manner that suits your members.

Critical questions to consider prior to developing the implementation plan:

- Who needs to be involved in developing the implementation plan?
- Are we able to spell out everyone's responsibilities clearly?
- Does the team have the necessary leadership support?
- Does the team and partners/stakeholders have sufficient capacity?
- How detailed does the plan need to be?
- How is equity being considered in the steps? Consider equity in your specific actions and activities, as well as in who is responsible and the types of performance indicators you select. You may consider adding a column to the plan to explicitly draw out equity.

You may want to consider merging the implementation plan with your evaluation plan – for example, adding implementation process and outcomes as additional columns to monitor the progress and effectiveness of your implementation components.

## Table 1. Implementation Plan Template. This table format is included in the Partner Tracking Tool (Excel file).

| Implementation Actions | Activities | People Responsible/ Accountable | Timelines | Performance Indicators/ Benchmarks |
|---|---|---|---|---|
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## Example: Naloxone leave behind program

| Implementation Actions | Activities | People Responsible | Timelines | Performance indicators/benchmark |
|---|---|---|---|---|
| Assemble implementation team | Select team representing EMS, harm reduction, recovery services and peers | Public health and safety partnership leadership | Q1 | Roles of team members, capacities of team members, number of members |
| Conduct barriers and facilitators (b/f) assessment | Hold meeting with stakeholders to understand b/fs | Implementation team | Q1 | Completion of b/f meeting<br><br>Number of b/f identified |
| Continue engagement with stakeholders to understand ongoing challenges | Quarterly meetings | Implementation team | Q1- Q12 | Number of meetings<br><br>Stakeholders attending |

| | | | | |
|---|---|---|---|---|
| Develop education materials | Cards with information on naloxone training and connection to peer recovery coach | Implementation team: harm reduction, recovery services and peers | Q2 | Cards have been drafted, reviewed by three stakeholders, revised, and back from printers by MM/DD/YYYY in preparation for kick off event. |
| Develop online training | Develop training curriculum; Record online videos on how to use naloxone; link to be provided on card | Implementation team: harm reduction, peers | Q2 | Online training developed and tested by MM/DD/YYYY |
| Develop EMS supports | Role modelling conversations with family members, PWUD when leaving kits behind<br><br>Recruit EMS champions to communicate to colleagues about program | Implementation team: EMS and harm reduction | Q2 | # of EMS champions recruited |