ACI NSW Agency for Clinical Innovation

Clinical Innovation Program models
CHEAT SHEET FOR IMPLEMENTATION

	PHASE	PURPOSE	STEPS	TOOLS		

3 MONTHS	**PROJECT IMPLEMENTATION PLANNING AND INITIATION**	To develop a project plan for implementing the *Model*	1. Complete the Project Implementation Plan which includes the following activities:
			  a. Develop executive sponsorship and governance systems for the implementation project
			  b. Establish a project team to drive the implementation of the Model
			  c. Define the aim, objectives and scope of the implementation project
			2. Start to build your case for change and key messages
			3. Develop a Risks and Issues Log
			4. Identify all stakeholders and determine the level of involvement required by stakeholders
			5. Develop a project and communication plan to all key stakeholders
			6. Develop an Evaluation Plan
			7. Use the Project Implementation Status Reporting Tool to communicate progress
				Project Management Implementation Plan
				
				Gantt Chart Template
				
				Communication Plan
				
				Self-Assessment Tool
				
				Risk and Issues Template
				
				Minimum Data Set
				
				Project Implementation Status Reporting Tool
				
				Process Mapping
				
				The 5 Whys RCA Tool
				
				Template agenda
				
				Template for minutes
				
				Template Terms of Reference
				
				Patient/Carer Satisfaction
				
				Template for memos
					PROJECT MANAGEMENT	**COMMUNICATION**

3 MONTHS	**ASSESS**	To understand the current situation (as is), issues and gaps against the Model	1. Identify issues or gaps using the self-assessment tool and rate using the traffic light system 2. Commence qualitative and quantitative system measures measurements to collect information on the current situation (as is) and that have been identified in the evaluation plan or minimum data set 3. Undertake other activities to help understand the current situation			
		To identify, design and prioritise localised solutions to address any issues/gaps in the Model	4. Analyse the issues/gaps identified from data gathered to understand local practice issues against the model 5. Prioritise the issues or gaps in practice relation to the model 6. Facilitate problem solving and brainstorming with relevant stakeholders to identify feasible solutions. 7. Prioritise solutions; identify 'quick wins' and 'longer term' solutions (using the implementation matrix). 8. Test specific solutions as appropriate.			
12 MONTHS	**OPERATIONALISE**	To change practice	1. Outline the steps for implementing the 'quick wins' and 'longer term' solutions. 2. Define roles and responsibilities for implementing each solution. 3. Define implementation monitoring and evaluation measures/processes. 4. Establish support and feedback loops. 5. Communicate your plan; based on plan developed in project initiation phase.			
		To evaluate the outcomes of the implementation using the evaluation plan monitor progress to assess sustainability	8. Conduct a re-assessment of current practice to compare with the baseline assessment data at 6 months and 12 months 9. Establish an ongoing loop for reviewing and revising solutions implemented 10. Communicate success and outcomes.			