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. Place a check mark to indicate whether each line is in place or not. If you do *not presently have* the factor in place, write down comments on the steps you will need to take.

|  |  |  |  |
| --- | --- | --- | --- |
| **Factors key to implementation** | **Yes** | **No** | **Comments** |
| **Staffing** | | | |
| Leadership are supportive of this intervention |  |  |  |
| Staff identified to deliver the intervention (make changes to position descriptions as needed) |  |  |  |
| **Staff Training** | | | |
| Training for staff created |  |  |  |
| 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 |  |  |  |

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