

Change Project: \_\_\_\_\_ Leader: \_\_\_\_\_ Date Initiated: \_\_\_\_\_ Cycle # and Date: \_\_\_\_\_  
 Implementation Team Members: \_\_\_\_\_

**PLAN—Determine objective of this “small test of change” and plan it**

**WHY** are we trying out this change? What’s our objective?

*Component(s) of Change Package addressed* (check all that apply):

- Organizational readiness to implement
- Organizational readiness to collect and monitor fidelity & outcome data
- Systems Intervention (external)
- Coach or other staff ‘competency’
- Quality training
- Quality coaching
- Quality Recruitment and Selection
- Usability Test
- Staff engagement and “ownership”
- Use of Data to Make Decisions
- Facilitative Administrative Structures and Processes

**Specific objective:** The purpose of this change is to improve \_\_\_\_\_  
 by \_\_\_\_\_

**WHAT** are we going to do (the Plan)?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**HOW** will we study the impact of the Plan?

*How will we determine if we’re making progress toward our objective; what information/feedback will we collect about the impact of this change? Who will do this? What resources are needed?*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Which metric(s) might tell us if this change resulted in improvement(s)?*

- See Implementation Drivers Assessment
- Qualitative Measures
- Quantitative Measures
- Stages Assessment

**WHEN** will the Plan be initiated?

**WHO** will initiate the Plan? ...monitor it?



Day(s): M  T  W  Th  F  S \_\_\_\_\_



\_\_\_\_\_

Date(s) (mo/day): \_\_\_\_\_

\_\_\_\_\_

**DO—Carry out the change and collect information about it**

**Test End Date?**

Date(s) (mo/day): \_\_\_\_\_

**WAS** test done as planned?

↴  No  Yes, followed plan →

What changed? \_\_\_\_\_



*Comments (e.g., problems encountered):*



\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DID** we study it?

Collected information about impact of change

No  Yes

**STUDY—Analyze information; summarize what was learned**

**WHAT feedback** did we get? ...from whom? ...at what levels of the organization? Quantitative? Qualitative?

---

---

---

---

---

---

---

---

**WHAT lessons** have we learned?

---

---

---

---

---

---

---

---

**ACT/ADJUST—Reflect on what was learned and act accordingly**

**WHAT is our next step?**

Do another cycle (e.g., adjust, expand)  Add or Improve Implementation Drivers to Boost Impact  Fully implement or embed the change  Discontinue (try something new)

**WHAT adjustments** will we make for the next cycle?

---

---

---

---

---

---

---

---

**WHAT** will be the **size** and **scope** of our next test?

(e.g., # of staff, # of clients, audience) \_\_\_\_\_

---

---

---

---

---

---

---

---

