

Step 6: Plan and Implement Interventions

Group Process Checklist (Steering Committee)

- 1. Assign leadership roles for the management and oversight of an intervention to members of the Steering Committee or other designated management personnel.
- 2. Generate a list of key considerations prior to developing an implementation schedule.
- 3. Develop a schedule for implementation.
- 4. As needed, provide training/orientation sessions to supervisors and middle management.
- 5. Share key dates and project milestones with the Design Team.
- 6. Prior to implementation, develop organization-wide communications about the intervention and the overall PExHP program.

Quick Reference Guide for Step 6: Implement Interventions

Goal of Step 6:

Develop a schedule of activities for successful implementation of an intervention.

Important Terms:

Project Schedule	An agreed-upon time frame for intervention to be both implemented and evaluated.
Gantt Chart	A chart consisting of a timeline and bars representing the timing and length of project activities, and also how they relate to each other. One of many management tools that are used to plan, organize, schedule, and monitor project activities. For general information on Gantt charts: http://en.wikipedia.org/wiki/Gantt_chart)

Group Process:

1. Assigned leadership roles for the management and oversight of an intervention to members of the Steering Committee or other designated management personnel.
2. Use the Key Performance Indicators identified in **Worksheet 3A** and **Worksheet 3B** to generate a list of key considerations prior to developing an implementation schedule:
 - Resources availability (e.g., time to prepare an appropriate meeting space may require 2 weeks)
 - Cost/funding (e.g., staffing requirements, material costs)
 - Obstacles (e.g., shipping delays for equipment, limited staff resources)
 - Communication/promotion (e.g., needed memos, informational brochures)
 - Materials acquisition (e.g., need to purchase new materials)
 - Training/orientation (employees, mid-level management, etc.).
 - Resources for intervention evaluation (data collection, management, analysis, etc.)
 - Key personnel who will be responsible for implementing the intervention.
3. Develop a schedule for implementation using a Gantt chart or other project planning tool that will provide specific milestones for the project that will permit the progress of the intervention to be tracked.
4. As needed, provide training/orientation sessions to supervisors and middle management who are in some way impacted by the intervention. Their cooperation and support can be critical to intervention effectiveness and success.
5. Share key dates and project milestones with the Design Team so that the intervention can be promoted and the Design Team remains well informed about plans for the intervention.

Important:

The Design Team may be able to assist with development of a more complete list of key considerations. The Design Team can play an invaluable role in promoting an intervention among line-level employees, and can also assist with many of the other planned activities listed above. Joint meetings between the Steering Committee and the Design Team can provide an efficient way for implementation plans to be reviewed and needed changes/adaptations to be considered.