

Guide for Planning and Implementing Interventions

Implementing an intervention takes careful planning and management, especially if there are multiple intervention component activities. To be successful, you'll need to involve the right people, gather input, overcome roadblocks, and track progress.

Think of the implementation process as a **journey**. Use the outline and discussion points below as a road map to carefully guide decisions as you proceed along the journey.



1. Set priorities for sequencing the implementation of specific activities. You may recommend pilot testing certain activities before full-scale implementation.

- What are the component activities of the approved intervention?
- Do some activities need to be implemented first, relative to other components?
- Should some activities be prioritized because they can be more easily accomplished?
- Are there any organizational initiatives (e.g. mergers, reorganizations, software changes, relocation, etc.) that would suggest the need to implement certain activities earlier rather than later (or vice versa)?
- Would pilot testing be beneficial before implementing some activities?
- For more challenging components, what preliminary steps can be taken to prepare for implementation? This may help to expedite the implementation progress.

2. Identify personnel who should be involved in planning and implementing the intervention components.

- a. Determine staffing and financial resources necessary to implement an intervention.
 - Where in the organization would each of the intervention activities be implemented?
 - Who are the logical leaders for each activity? Who will play central roles?
 - Do some activities require approvals to implement? Whose approvals are required?
 - Are there vendors or external partners to involve?
 - How much will it cost in terms of equipment, training, personnel time?
 - What existing resources within the organization can be used to help initiate implementation of an intervention?

- b. Invite Design Team members to assist with implementation in specific ways.

Possible Design Team roles:

- Participating on planning committees.
- Conducting small pilot tests before implementing activities more broadly.
- Gathering feedback from co-workers to help identify and resolve barriers.
- Suggesting ways to simplify or streamline the implementation process.
- Recommending or providing training to help workers successfully adopt new procedures.

3. Create a schedule for implementing each component activity of the intervention. Use your organization's existing project planning tools or use the Implementation Plan template for interventions (see Key Resources).

- a. Identify key stages that would benefit from worker/end user input.
- b. Determine ways in which DT members can assist with delivering some of the intervention activities.
- c. Decide how the implementation plan will be communicated to the Design Team; they can serve as important supporters and problem solvers as implementation proceeds and should remain well informed throughout the process.
- d. Identify how the intervention components interact with other initiatives occurring within the organization or departments.
- e. Manage and follow through with the implementation schedule; adjust as needed.

4. Develop a communication plan for the intervention and the overall participatory program to inform workers, supervisors and middle and upper managers.

- a. Who will be impacted by the intervention activities? These people are important stakeholders and should be represented on the implementation team.
 - Who will be most affected? Consider people whose jobs or work process may change.
 - What training is needed to successfully adopt the change?
- b. Which DT members can serve as key contacts to explain the planned implementation steps and to get further input from the front-line staff?
- c. Decide how the implementation plan will be communicated to managers, supervisors, and the broader workforce.
- d. Plan training sessions for supervisors and managers who will need to support the intervention. Recognize DT members for their roles in creating interventions and supporting implementation.

5. Celebrate successes and milestones

- Publish progress updates in your organization's newsletters
- Honor outstanding effort of individuals at meetings and/or events
- Hold a celebration party
- Organize award ceremonies

IDEAS Step 6 – Implementation Plan

TO BE COMPLETED BY STEERING COMMITTEE WITH INPUT FROM DESIGN TEAM

Health/Safety/Well-being Objective:			
Intervention Activity			
Actions/Tasks (What)	Implementation Process (How, Who)	Due by (When)	Status

Evaluation Measures: If this objective and activity were achieved, we would see | | in the short term, and | | in the long term.

Tip: Use the Selection Criteria from IDEAS Steps 3 and 4 worksheets as the basis to measure short and long-term results of activities.

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