

Appendix B: Implementation progress checklist

Use the following checklist to track your implementation progress. Further descriptions of each step are defined in the Implementation Guide sections 4–7.

This checklist is intended to be used as a progress monitoring and planning tool to assist implementation teams and other decision makers in keeping the implementation process on track.

When using this tool, remember that the implementation process is often non-linear, with overlapping stages and activities. Depending on where you are already at in your implementation process, it may not make sense for you to follow every step in every stage as outlined here. Depending on what activities have already been undertaken, what decisions have already been made, and what makes sense in your context, you may decide to skip some steps, or to start in a later stage or step. Given this, it may be useful to tailor the tool to reflect your context and circumstances before using.

Key implementation activities and requirements	Status (please tick)		
	Not commenced	Commenced	Complete
STAGE 1: ENGAGE AND EXPLORE			
Target population and the need or gap that needs to be filled has been identified.			
Desired outcomes of the program or practice have been defined.			
An existing program or practice that meets the defined need and will bring about the desired outcome has been identified, and is a good fit for your context.			
Implementation team has been established (if using).			
Early enablers and barriers have been assessed and identified, including organisational readiness.			
STAGE 2: PLAN AND PREPARE			
Implementation strategies have been chosen.			
An implementation plan has been developed.			
Indicators of implementation quality have been decided on.			
A plan for monitoring indicators of implementation quality has been developed.			
Readiness has been built by using implementation strategies such as training and acquiring/adapting resources and infrastructure.			

Key implementation activities and requirements	Status (please tick)		
	Not commenced	Commenced	Complete
STAGE 3: INITIATE AND REFINE			
The first practitioners have started using the program or practice.			
Implementation quality monitoring processes have commenced.			n/a
Processes to review data and respond to monitoring data have commenced.			n/a
STAGE 4: SUSTAIN AND SCALE			
Staff competencies and skills have been further improved.			
Continuous quality improvement processes are continuing to be used.			n/a
Acknowledged and rewarded good implementation efforts.			n/a
The first implementation has stabilised.			
Opportunities for scaling up or scaling out of the program or practice have been identified.			
A new implementation cycle for the scale-up / scale-out has been started.			