

		PHASE	PURPOSE	STEPS	TOOLS		
3 MONTHS	3 MONTHS	PROJECT IMPLEMENTATION PLANNING AND INITIATION	To develop a project plan for implementing the <i>Model</i>	<ol style="list-style-type: none"> Complete the Project Implementation Plan which includes the following activities: <ol style="list-style-type: none"> Develop executive sponsorship and governance systems for the implementation project Establish a project team to drive the implementation of the Model Define the aim, objectives and scope of the implementation project Start to build your case for change and key messages Develop a Risks and Issues Log Identify all stakeholders and determine the level of involvement required by stakeholders Develop a project and communication plan to all key stakeholders Develop an Evaluation Plan Use the Project Implementation Status Reporting Tool to communicate progress 	Project Management Implementation Plan Gantt Chart Template Communication Plan Self-Assessment Tool Risk and Issues Template	PROJECT MANAGEMENT	COMMUNICATION
		ASSESS	To understand the current situation (as is), issues and gaps against the Model	<ol style="list-style-type: none"> Identify issues or gaps using the self-assessment tool and rate using the traffic light system Commence qualitative and quantitative system measures measurements to collect information on the current situation (as is) and that have been identified in the evaluation plan or minimum data set Undertake other activities to help understand the current situation 	Minimum Data Set Project Implementation Status Reporting Tool		
3 MONTHS	3 MONTHS		To identify, design and prioritise localised solutions to address any issues/gaps in the Model	<ol style="list-style-type: none"> Analyse the issues/gaps identified from data gathered to understand local practice issues against the model Prioritise the issues or gaps in practice relation to the model Facilitate problem solving and brainstorming with relevant stakeholders to identify feasible solutions. Prioritise solutions; identify 'quick wins' and 'longer term' solutions (using the implementation matrix). Test specific solutions as appropriate. 	Process Mapping The 5 Whys RCA Tool Template agenda Template for minutes		
		OPERATIONALISE	To change practice	<ol style="list-style-type: none"> Outline the steps for implementing the 'quick wins' and 'longer term' solutions. Define roles and responsibilities for implementing each solution. Define implementation monitoring and evaluation measures/processes. Establish support and feedback loops. Communicate your plan; based on plan developed in project initiation phase. 	Template Terms of Reference Patient/Carer Satisfaction		
12 MONTHS	12 MONTHS		To evaluate the outcomes of the implementation using the evaluation plan monitor progress to assess sustainability	<ol style="list-style-type: none"> Conduct a re-assessment of current practice to compare with the baseline assessment data at 6 months and 12 months Establish an ongoing loop for reviewing and revising solutions implemented Communicate success and outcomes. 	Template for memos		