

Toolkit: Implementation of Clinical Practice Guidelines

Action Plan Template:

Instructions: Use this template to develop your implementation action plan. You will need to complete the columns and identify specific activities under each of the major activities identified in the template.

	activity	target date	most responsible person	outcome/deliverables	progress
1.	Create a proposal describing the project background, goals and rationale. Include any information you have on costs and benefits, implementation strategies, action planning, timetables and evaluation. Don't forget the executive summary.				
2.	<p>Identification of project lead, champions and/or the group who will lead the identification and implementation of a CPG</p> <ul style="list-style-type: none"> a) Identify skill and role requirements. b) Communicate/recruit interested individual or group. c) Secure participation of project lead. d) Ensure project lead has clear mandate and resources required to start the planning process. 				
3.	<p>Identification, analysis and engagement of stakeholders</p> <ul style="list-style-type: none"> a) Define scope of implementation-- extent of implementation. b) Identify stakeholders-- use team approach to identify. c) Using team, collect data about the stakeholders-- use template provided. d) Organize the data and analyze--again use a team approach--strive for consensus. e) Determine strategies that will be used to influence, support and engage stakeholders 				