## Implementation Plans – Chronological Phases of Implementation

<table>
<thead>
<tr>
<th>Phase</th>
<th>Key Tasks</th>
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| Pre-Implementation: Planning & Development | • Prepare logistics (sites, transportation)  
• Pilot test procedures & materials  
• Adapt Intervention, if needed  
• Finish development of evaluation instruments, data collection and reporting procedures, database  
• Gather supplies & materials  
• Prepare contracts  
• Train implementers on intervention & evaluation  
• Recruit participants  
• Make media contacts |
| Implementation: Roll-Out      | • Hold special events to boost awareness & interest  
• Get earned media for events  
• Gather baseline data on participants  
• Conduct formative evaluation on implementation  
• Make adjustments in intervention as needed |
|                               | *Note: no matter how much time is devoted to preparation, actual implementation will produce some surprises, both good and bad, that should be examined. It’s easier to make changes early on during the process of implementation than after an intervention has been widely implemented.* |
| Implementation: Maintenance   | • Keep implementation going through multiple cycles  
• Keep data collection, reporting, and analysis going  
• Report results to stakeholders  
• Monitor implementation for quality control, fidelity  
• Provide on-going training for trainers & staff  
• Conduct outreach with previous participants  
• Review process & outcome evaluation findings  
• Keep record of “lessons learned” and “success stories”  
• Make changes as needed in intervention |

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| Expansion   | • Identify additional sites  
• Conduct assessment to determine existing and needed resources, including staff  
• Conduct meetings with site administrators & staff, explaining the intervention & their roles  
• Prepare logistics (sites, transportation)  
• Train staff  
• Pilot test procedures & materials  
• Adapt Intervention, if needed  
• Conduct baseline assessment(s)  
• Continue with remainder of pre-implementation & implementation phases, as outlined above, with all new sites  
• Adapt data collection & reporting procedures & database to accommodate multiple sites  
• Monitor new sites to ensure fidelity & quality of implementation |
| Dissemination| • Identify new partners  
• Meet with potential new partners, explaining the intervention(s), their roles & responsibilities, resources required  
• Get required MOUs or MOAs signed with new partners  
• Continue with steps outlined above, as well as those under pre-implementation & implementation phases, with all new partners  
• Adapt data collection & reporting procedures & database to accommodate multiple sites  
• Monitor new sites to ensure fidelity & quality of implementation  
• Bring new partners (and new sites) together with existing partners and sites to discuss success stories, lessons learned, and recommendations for improvement going forward. |