

Implementation Teams: Getting Started Worksheet

Introduction

This worksheet can help guide development of an implementation team within an organization or system. Implementation teams support the planning and implementation of interventions, programs and practices. This tool can be used to help support team formation by helping organizations think through the composition of the team, resources the team may need, meeting processes and communication. Based on the responses, teams can then identify next steps. This process will help to make sure the team includes the right members and is doing the right work to support planning and implementation. This tool can also be used by funders to consider the financial resources and technical assistance that would facilitate strong implementation teams among grantees and include these considerations in grant conditions.

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| Guiding Questions | Notes for Teams or Funders | Next Steps |
|---|----------------------------|------------|
| <p>Team Composition:</p> <ul style="list-style-type: none"> • Who should be part of the team? • What roles should be included on the team? • How will the team ensure that a variety of viewpoints are represented? <p><i>Resource: Team Capacity Worksheet</i></p> | | |
| <p>Team Resources:</p> <ul style="list-style-type: none"> • What support is needed so that all team members can attend the meetings? Consider things such as staffing coverage, schedule changes, meeting space and compensation for community members. • Does the team need more or different information to guide the work? What information needs to be individualized for team members so that they can contribute effectively? • How will the team access ongoing relevant data to improve implementation? • What other help is needed to support implementation? • Who can provide this expertise or input? | | |

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| <p>Team Meetings:</p> <ul style="list-style-type: none"> • When and how often will the team meet? How regularly will the team meet in person? Does the time and schedule of the team meetings accommodate community partners' participation? • Are there existing meetings that can be changed to focus on implementation? Can implementation team members be added to these meetings? | | |
| <p>Team Connections:</p> <ul style="list-style-type: none"> • What are the best methods of communication among members of the implementation team? • Who will be impacted by the team's work? How will the team communicate and connect with them? • How will the team share their progress with others? • What strategies will be used to gather feedback from families, community members, direct service staff and others? How will that feedback be used to guide continuous improvement? | | |