

LEADING CHANGE TOOLKIT™

TO HELP CHANGE AGENTS AND
CHANGE TEAMS MAKE LASTING
IMPROVEMENTS IN HEALTH CARE



Using Social Movement Action and Knowledge-To-Action Frameworks to plan for change – An action plan and implementation plan worksheet for change agents

Action Plan

An action plan is a working document that can be changed at any time. Use this worksheet to track your progress and communicate with stakeholders and members of your change team.

| Action Steps <i>What will be done?</i> | Responsibilities <i>What will be done?</i> <i>Who will do it?</i> | Timeline <i>By When?</i> | Resources <i>Are resources available?</i> <i>Are resources needed?</i> | Barriers and facilitators to knowledge use | Communication Plan <i>Who is involved?</i> <i>How will the change be framed?</i> <i>How often?</i> |
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| -Build an effective change team | | | | | |
| -Complete a gap analysis for the chosen BPG | | | | | |
| -Complete a stakeholder analysis | | | | | |

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| -Determine whether change is valued and necessary | | | | | |
| -Complete a prioritization matrix to prioritize recommendations | | | | | |
| -Set your SMART goals with your change team | | | | | |
| -Use framing to position the change as meaningful | | | | | |
| -Implement priority action items identified from the gap analysis | | | | | |
| -Assess barriers and facilitators to knowledge use | | | | | |
| -Plan for sustainability | | | | | |
| -Formulate strategies to support the public visibility of your change initiative | | | | | |
| -Identify process and outcome indicators for monitoring knowledge use | | | | | |
| -Evaluate the outcomes of the action plan | | | | | |
| -Celebrate small wins and milestones, including change agents as emerging leaders | | | | | |

Implementation Plan Template

| Recommendation <i>(From the gap analysis)</i> | Responsibilities <i>What will be done?</i> <i>Who will do it?</i> | Timeline <i>By when?</i> | Resources <i>Are resources available?</i> <i>Are resources needed?</i> | Barriers and facilitators to knowledge use | Communication plan <i>Who is involved?</i> <i>How will the change be framed?</i> <i>How often?</i> |
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| 2. | | | | | |