

Change and Implementation at a Glance

Implementation Planning and Capacity Building



Thoughtful planning and capacity building lay the groundwork for new programs and practice changes. Despite the pressures to move quickly, taking time to carefully plan and intentionally build capacity can actually save time, avert wasted resources, and improve the likelihood of success.

Key Takeaways

A quality implementation plan:

- ◆ Pulls together prior work on problem exploration, theory of change, and intervention selection
- ◆ Addresses agency readiness for implementation
- ◆ Guides next steps in testing, piloting, staging, and monitoring
- ◆ Anticipates challenges

Implementation plans are living documents that evolve over time.

Capacity Building

An ongoing process used to develop a system's potential to be effective and to achieve desired change. Capacity building strategies address:

- ◆ Resources
- ◆ Knowledge and skills
- ◆ Infrastructure
- ◆ Culture and climate
- ◆ Engagement and partnership

What It Takes to Get It Done

Preparation

- Outline implementation plan elements, identify sources, and consider context
- Revisit teaming and leadership structure

Planning for Capacity Building

- Review readiness assessment findings
- Develop strategies to build capacity and strengthen motivation

Implementation Plan Development

- Build work plan:
 - Identify activities to get the intervention and agency ready prior to implementation
 - Identify activities to "roll out" the intervention and measure implementation quality and outcomes
- Identify communication and engagement activities
- Consolidate and review implementation plan with stakeholders

Implementation Plan Elements

Implementation plans "tell the story" of how a new program or other intervention will be put into place.

Background on problem and theory of change

Intervention overview

Implementation team and roles

Readiness assessment findings

Workplan:
Tasks and timeframes to prepare and roll out

Plans for data collection, monitoring, and evaluation

Communication and engagement strategies

Expected challenges and solutions

Implementation Planning and Capacity Building Milestones

- ◆ An **implementation plan** has been created with tasks and timelines. The plan reflects:
 - Strategies to address readiness needs (in response to readiness assessment) and prepare for implementation
 - Next steps to test, pilot, or stage the intervention
 - Processes and plans to monitor implementation and outcomes
- ◆ **Implementation leadership and teaming structure** are established.
- ◆ **Capacity has been developed** (or capacity building activities planned) so that:
 - Sufficient resources to support implementation are (or will be) in place
 - Receptive culture and climate are (or will be) in place
 - Sufficient infrastructure is (or will be) in place
 - Sufficient engagement and partnership are (or will be) in place
 - Sufficient knowledge and skills are (or will be) in place

Need more information on implementation planning and capacity building?

Detailed resources are available on the **Change and Implementation in Practice** website at <https://capacity.childwelfare.gov/states/focus-areas/cqi/change-implementation/implementation-capacity-building/>



In-depth **brief** offers step-by-step guidance. Helpful for learning the details of how to develop a plan and build capacity.

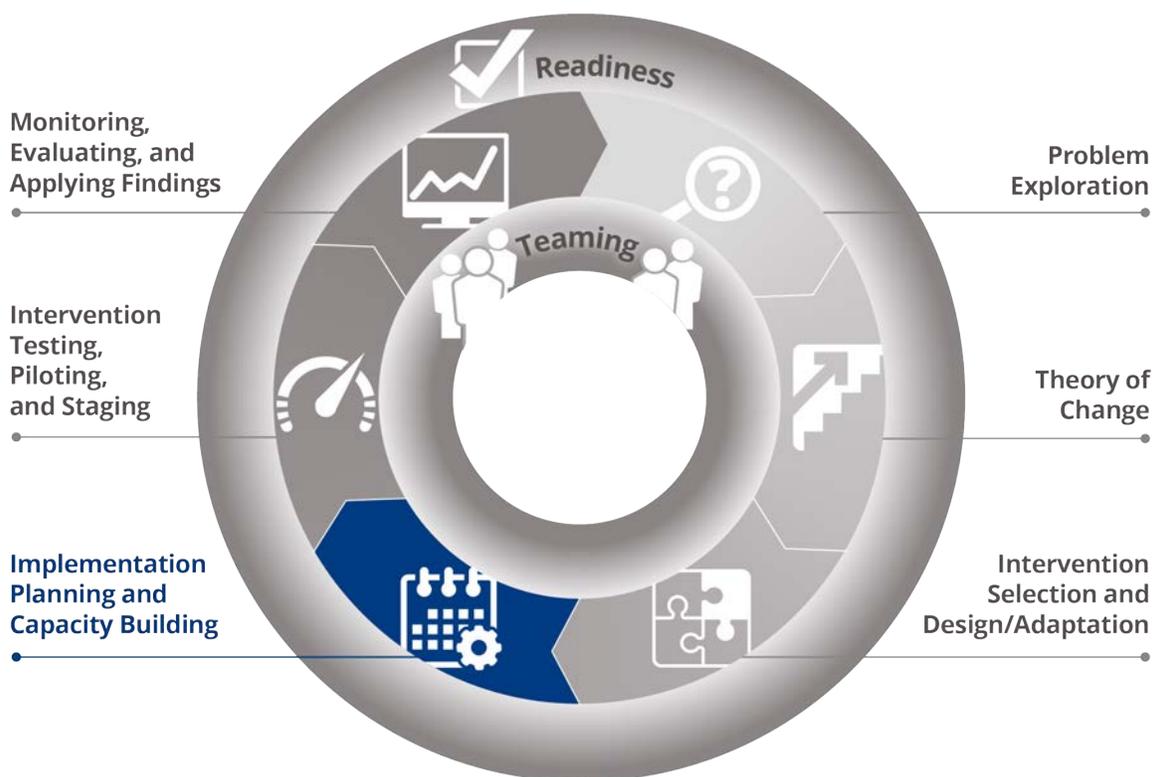


Short **videos** and a workbook reinforce key concepts. Good for training and thinking about application in your agency.



Recorded **webinars** feature real world examples. A forum for hearing lessons learned and tips from experts and peers.

Key Change and Implementation Topics



i For resources on other **Change and Implementation** topics, visit <https://capacity.childwelfare.gov/states/focus-areas/cqi/change-implementation/>

