THCS Checklist for Preparing an Implementation Plan

The European Partnership on Transforming Health and Care Systems (THCS) supports the transfer and implementation of health and care solutions across the countries, regions, and organisations.

Consider the key components of the following checklist that should be included in your implementation plan when implementing a solution developed elsewhere. The relevance of the components depends a lot on what kind of solution you are going to implement and what the implementation context is. Prepare the plan and update it throughout the process when needed.

Solution
- **Background and Context:** Explain the background and context that necessitates the implementation of the solution, including any relevant problems, challenges, and needs
- **Description of the solution:** Attach the description of the solution you have created during the process to the implementation plan. It should describe how the solution is being performed in the organisation and in its settings.
- **Documentation on made modifications and adaptations.** Report during the implementation process what modifications or adaptations were made, including: 1) when, how and by whom modification was made, was it planned/unplanned, what was modified and at what level of delivery, how consistent it is with fidelity and reasons for making modification (the goals and/or influencing context-factors).

Implementation process
- **Implementation Goals:** Clearly state 1) the goals for the phases of the implementation process and 2) the outcome goals you defined in the beginning of the transfer and implementation activity which the implementation of the solution aims to achieve.
- **Scope and Timeline:** Define the scope of the implementation, specifying what will be included and what will not. Create a detailed timeline with milestones and deadlines.
- **Stakeholder Analysis:** Identify all the stakeholders to be involved in the implementation, both internal and external, and describe their roles and responsibilities.
- **Resource Allocation:** Outline the necessary resources for the implementation, including personnel, budget, technology, equipment, and any external support.
- **Sustainability Plan:** Describe how the solution will be sustained and maintained in the long term, including ongoing support and updates.

- **Monitoring and Evaluation:** Define the metrics and indicators that will be used to measure the success of the implementation process and describe the monitoring and evaluation process. Define who is the owner of the process and are responsible for following how the implementation proceeds and updating the implementation plan throughout the process. Name the members of the implementation team.

Barriers, risks and legal considerations
- **Barriers and Facilitators:** Assess what the barriers and facilitators are for the implementation.
- **Risk Assessment and Mitigation:** Identify potential risks and challenges that may arise during the implementation process and develop strategies to mitigate or address them.
- **Legal and Compliance Considerations:** Address any legal and regulatory requirements that must be met during implementation and describe how compliance will be ensured.

Capacity building and leadership
- **Training and Education:** Detail the training and education requirements for the individuals involved in the implementation, including staff, end-users, and any necessary training programs.
- **Change Management:** Discuss strategies for managing and addressing resistance to change among employees or stakeholders affected by the implementation.

Communication and commitments
- **Communication Plan:** Describe how dialogue, collaborative learning, and communication will be managed throughout the implementation, including how progress will be reported, who the key communicators are, and what channels will be used.
- **Approval and Sign-off:** Include a section for obtaining approvals and sign-off from relevant stakeholders, confirming their commitment to the implementation plan.