

Reciprocity 3: Implementation Planning (PDSA)**Plan:** 60-90 minutes**Do:** As needed based your prototype**Study:** 30 minutes**Act:** 30 minutes

WHAT will we have when this activity is complete?	We will have a 30-60-90 day plan for implementation.
WHY is this activity important?	In order to know whether we can deliver on the prototype, we need to test our ability to execute.
HOW do I do this activity while keeping the habits in mind?	We will focus on reciprocity by inviting all members of the coalition to think about strengths and skills that exist in our community that could help support the implementation plan.
WHEN in the process does this activity come?	We will do this activity after we have iterated on our original prototype. That may take several rounds. After we implement the prototype, we will think about how we want to support improvement and accountability.
WHO needs to be involved with this activity?	We will do this activity with the whole coalition.

In-Person Directions

Provide a step-by-step walkthrough of the process for this module if teams are facilitating in-person sessions. Provide suggestions for in-person facilitation methods. Templates and scripts may be included in this section.

Step 1: (PLAN) Create a Clear, Actionable Plan for Testing

Step 2: (DO) Record & Reflect

Step 3: (STUDY) Reflect on Learning

Step 4: (ACT) Decide on Next Steps

Step 1: (PLAN) Create a Clear, Actionable Plan for Testing

1. Our Theory of Action for improvement in this cycle is IF WE: _____ THEN _____

2. The members of our team will be responsible for the following actions between now and the end of the cycle:

Member	Task	Timeline

Add rows as needed

3. The evidence/data we will collect for fidelity of implementation is:

4. The evidence/data we will collect for effectiveness of implementation is:
5. Our team will evaluate the data/evidence collected and make a determination to adopt, adapt, or abandon on or around:
6. We will communicate progress and findings by:

[Here](#) and [here](#) are a few other templates you can use if needed.

Step 2: (DO) Record & Reflect

- Carry out your action steps
- Collect the data you identified above

Step 3: (STUDY) Reflect on Learning

- [Here](#) is a protocol your team can use to check fidelity of your implementation actions
- Review the data you have collected and summarize what you have learned

Step 4: (ACT) Decide on Next Steps

- Meet as a team to review data and decide to adopt, adapt, or abandon.

Virtual Directions

Provide a step-by-step walkthrough of the process for this module if teams are facilitating a virtual design session. Provide suggestions for virtual facilitation methods. Templates, virtual tools, links to workspaces, and scripts may be included in this section.

All of the steps outlined above may be completed virtually. You may need to provide electronic versions of shared documents.

Example Process & Product

Provide a sample to guide teams in the creation of their intended process and product for the module; include photos or links to a document if helpful

The following is an example of a completed PDSA planner: [here](#)

Gut Check & Reflection

Prompt teams to evaluate their product based on the module objectives, the habits, and their work from previous modules

- What did we learn from the implementation process?
- Does our prototype adequately address our user's needs?
- Does it meet the requirements of our problem statement?
- Is it different enough from what currently exists to add value?
- What do we need to do differently as a result of this process?

Resources & Links

Provide links to supporting tools, strategy resources, templates, etc to support the module

30-60-90 day planning - [example](#)
PDSA - [Folder with resources](#)

Next Steps

Provide a direct link to the next module

The next module in the design sequence is Reciprocity: Local Improvement and Accountability Prototyping. Your team will use [Activity 4](#) to plan for scaling your prototype system wide.

[Module List DRAFT](#)