

Change Project: _____ Leader: _____ Date Initiated: _____ Cycle # and Date: _____
 Implementation Team Members: _____

PLAN—Determine objective of this “small test of change” and plan it

WHY are we trying out this change? What’s our objective?

Component(s) of Change Package addressed (check all that apply):

- ☐ Organizational readiness to implement ☐ Organizational readiness to collect and monitor fidelity & outcome data ☐ Systems Intervention (external)
☐ Coach or other staff ‘competency’ ☐ Quality training ☐ Quality coaching ☐ Quality Recruitment and Selection ☐ Usability Test
☐ Staff engagement and “ownership” ☐ **Use of Data to Make Decisions** ☐ Facilitative Administrative Structures and Processes

Specific objective: 100% of the teachers on the leadership team will utilize the QPS with students who score a 1 or 2 on the winter IRI.

WHAT are we going to do (the Plan)?

Create a decision making process that will guide the use of the QPS data.

HOW will we study the impact of the Plan?

How will we determine if we’re making progress toward our objective; what information/feedback will we collect about the impact of this change? Who will do this? What resources are needed?

Which metric(s) might tell us if this change resulted in improvement(s)?

See Implementation Drivers Assessment

- ☐ Qualitative Measures
☐ Quantitative Measures
☐ Stages Assessment
☐

WHEN will the Plan be initiated? **WHO** will initiate the Plan? ...monitor it?



Day(s): M ☐ T ☐ W ☐ Th ☐ F ☐ S

Date(s) (mo/day): _____



DO—Carry out the change and collect information about it

Test End Date?

Date(s) (mo/day): _____

WAS test done as planned?

☐ No

☐ Yes, followed plan →

What changed? _____



Comments (e.g., problems encountered):



DID we study it?

Collected information about impact of change

☐ No ☐ Yes

STUDY—Analyze information; summarize what was learned

WHAT feedback did we get? ...from whom?...at what levels of the organization? Quantitative? Qualitative?

WHAT lessons have we learned?

ACT/ADJUST—Reflect on what was learned and act accordingly

WHAT is our **next step**?

☐ **Do another cycle** (e.g., adjust, expand) ☐ **Add or Improve Implementation Drivers to Boost Impact** ☐ **Fully implement or embed the change** ☐ **Discontinue** (try something new)

WHAT adjustments will we make for the next cycle?

WHAT will be the **size** and **scope** of our next test?

(e.g., # of staff, # of clients, audience)_____

