

## Worksheet for Assessing Current Organizational Implementation Capacity (Implementation Drivers)

This Worksheet is intended for the use by Implementation Teams as an initial assessment of how their organizational functions/infrastructure will support the implementation of a new programme, practice or strategy. It draws on the Active Implementation Frameworks – Implementation Drivers developed by the National Implementation Research Network, with adaptations by Jacquie Brown.

### How To Use This Tool



- The Implementation Team should answer each question with either Yes, No or Don't Know to get a preliminary sense of implementation capacity.
- Suggested next step should be recorded to provide the basis for an initial action plan for the operational implementation team.
- Further development in each area will be required, particularly where **No** or **Don't Know** is the current assessment.

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**Facilitator(s):**

**Today's Date:**

**Individuals Participating in the Assessment:**

**Practice/Program Being Assessed Today:**

**Relevant Staff for Practice/Program:**

**Which staff are involved in use of the practice/program?**

**Which of those staff are considered in this assessment?**

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Organisation Function/ Drivers	Questions for the Implementing Organization to consider	In place (2) Partially in Place (1) Not in Place (0)	Next steps: What needs to happen? Who will do it?
Functions to Support Competence			
Staff Recruitment / Selection	<ul style="list-style-type: none"> <li>• Is there a process in place already to identify who will deliver the programme/practice/strategy?</li> </ul>		
Staff Training	<ul style="list-style-type: none"> <li>• If staff training is required to deliver the intervention:               <ul style="list-style-type: none"> <li>○ Have the trainers been identified? (criteria)</li> <li>○ Is there a preparation process for trainees?</li> <li>○ How will trainee competency be assessed?</li> </ul> </li> </ul>		
Coaching and Supervision on the Intervention	<ul style="list-style-type: none"> <li>• Has a coaching model been developed? (internal or external)</li> <li>• Is a supervision process in place?</li> <li>• Are the coaching and supervision processes sustainable over time?</li> </ul>		
Organisational Functions to support programme/practice/strategy			
Data systems to inform decisions	<ul style="list-style-type: none"> <li>➤ Are there specific data requirements to support monitoring and evaluation of the programme/practice/strategy?</li> <li>➤ Does the implementing organisation have the required data system?</li> <li>➤ Is there HR to do this?</li> </ul>		
Administrative systems	<ul style="list-style-type: none"> <li>➤ Will administrative supports/changes be required to operationalize the programme/practice/strategy?</li> <li>➤ Will those delivering the programme require specific logistical or supervisory supports to deliver the programme? (e.g., venue, equipment, clinical supervision, etc....)</li> </ul>		
System-wide supports	<ul style="list-style-type: none"> <li>➤ Will there be a need for support from the system as a whole (including community partners) to effectively implement the programme/practice/strategy? (e.g., Referral sources, funding, community planning process etc....)</li> </ul>		

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Leadership			
Technical and Adaptive	<ul style="list-style-type: none"> <li>➤ Is there a Leadership Team in place?</li> <li>➤ Is there an established link between the Leadership function and the operationalising Implementation Team?</li> </ul>		
Overarching			
Performance Assessment	<ul style="list-style-type: none"> <li>➤ Will the success of the programme/practice/strategy be monitored?</li> <li>➤ Are indicators for monitoring all aspects (content and process) in place?</li> <li>➤ Do those implementing the practice/programme/strategy have the capacity to collect the required data?</li> <li>➤ Is there a process for aggregating, analysing and communicating the data to those who need to know?</li> </ul>		