## Worksheet 7-3: Implementation plan questions

The following questions can be used as a guide when developing an implementation plan:

* Is a specific and complete set of implementation activities detailed in the plan? (Are the interactions/intersections between the various activities well-defined?) Does each activity have a target timeframe defined?
* Is each implementation activity clearly connected to one or more of the reform’s objectives? Does every objective of the health reform have activities associated with it?
* Is there an “owner” (a person or stakeholder group responsible) for implementing each activity?
* Is it clear who else (in addition to the owner) needs to contribute to implementing each activity? Is it clear when and how these contributions will happen?
* Is there an indicator of success (or progress) for each activity? Does the plan describe how to measure “success” for each activity?
* Is there a target for each indicator? (A target is the desired performance level you want to achieve on an indicator. It should be defined as specifically as possible, including a number and a point in time)
* Do you have systems in place to effectively *collect* and *analyze* implementation monitoring data?
* Does the plan include a reasonable schedule for reviewing monitoring data (and other assessments of progress)? How will the results of reviews being communicated back to the implementers?
* Does the plan identify the top anticipated risks that could prevent achieving each objective?
* Does the plan include reasonable strategies to identify, mitigate, and manage these risks?