



Project Implementation Checklist

Date: _____ Session: _____ Name of Project): _____

Name of Evaluator: _____

Evaluator Type (*circle one*): Participant/Panel Member/ Observer/Other _____

Scoring:

1=None: Topic needed, but not mentioned.

2=Needs significant improvement: Evidence is insufficient for an implementation plan

3=Developing: Conveys some beginning information, but content is not enough for a robust implementation plan.

4=Good: Strong information and evidence needed for a robust implementation plan; refinements needed.

5=Exemplary: Done; very strong evidence for an implementation plan.

Category	Element	1	2	3	4	5
Selling and Pitching	Stakeholders					
	Sponsors					
	Constituents (those served by your project)					
	Members of the implementing organization					
	Leaders & Managers					
	Other relevant teams					
	Comment/Evidence					
Assessing Fit for Project in Implementing Organization	Plan for project fit with organization strategy/vision (strategic priority)					
	Plan for project fit within org structure (where it will reside/live)					
	Plan for project fit within org culture (how project aligns with culture)					
	Plan for project fit with work processes (how work gets done)					
	Plan for project fit with performance (expectations, reward, accountable)					
	Comment/Evidence					
Sponsor	Clear organizational senior leader sponsorship for the project					
	Leadership committee of senior stakeholders					
	Comment/Evidence					
Leader & Team	Clear team leader for implementation					
	Defined team members for implementing, maintaining, sustaining					
	Clear role for fellowship team – how long will you be involved?					
	Comment/Evidence					
Ongoing Communication	Advertising/Marketing					
	Leader and manager kits for communicating to their teams					
	Communication plan to target audience					
	Comment/Evidence:					
Evaluation & Measurement	Clear metrics defined – quantity, quality, budget, timeline, satisfaction product/service goals					
	Tie/integration to overall organizational indicators					
	Plan to report, measure and act upon the numbers over time					
	Indicators to measure the success of the implementation phase					
	Comment/Evidence:					

Date: _____ Session: _____ Name of Project (circle one): _____
 Name of Evaluator: _____ Alias: _____
 Evaluator Type (circle one): Session Observer/Participant/Panel Member/Other _____

Scale	Plan to scale the project to other groups and divisions					
	Comment/Evidence:					
Change	Justification for change					
	Sense of urgency					
	Guiding coalition for change					
	Vision and strategy for change in organization					
	Communication of the change					
	Short term wins					
	Integrating/anchoring in the culture					
	Comment/Evidence					
Transition	Plan to help individuals understand impact to them					
	Plan to help individuals see what they must give up					
	Plan to help individuals gain new role and deliverables					
	Plan to help individuals move through the ambiguity phase					
	Comment/Evidence					
Overall	Overall Project Implementation Plan					
	Overall delivery of the project implementation plan					
	Presentation time management					
	Delivered with passion and credibility					
	Comment/Evidence					
Project Implementation Plan: Overall Score based on your overall assessment		1	2	3	4	5
Overall comments: Overall comments (Continued):						