**LARC Planning and Preparation**

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|   | PLANNING | INTRODUCTORY WEBINAR | PREPARATION |
| Timeline | ***> 3 months prior to Workshop***  | ***2 months prior to Workshop*** | ***1 month prior to Workshop*** |
| Key Country Stake-holders | Stakeholder Analysis (SA) * Begin to populate SA Template - Identify
* Communicate to / Sensitize
* Share QI Collaborative Overview including prerequisites
 | Stakeholder Analysis* Continue with SA activities
* Determine engagement strategies
* Gain stakeholder support
 | Stakeholder Analysis * Follow through Action Plan
* Create Communication Plan
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| Site | * Select implementation partner / site using strategic criteria
* Engage Site Leadership & All Staff
 | Prior to Smart Start Session* Determine process
* Select 1 member from each cadre involved
* Invite participants
* Consider acceptable number of Observers / Trainer Candidates
 | Logistics* Secure conference room on site
* Adequate space for team to walk the process
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| Team | Provide Team Roles & Responsibilities & Team Roster Template (Project Outline) | * Select Members / Invite by sending Invitation Letter
* Share QI Collaborative Overview (PPT)
* Assign Roles
 | * Complete Team Roster
* Assure all members have permission to participate
* Clarify roles
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| Learning Sessions | Explore VenuesBegin to plan for all logistics | Plan for Smart Start & Session #1* Confirm Implementing Site
* Select Venue / Catering
* Lodging / Transportation
* Invite Participants
 | Planning/Logistics* Confirm
* Secure training supplies
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| Budget | Financial support* Create budget
* Assure financial support for current activity AND scale-up/spread
 | Country Implementation Plan* Create
* Plan to spread - Complete IHI Open School Course # QI 201
 | Country Implementation Plan* Complete
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| Marketing | Initiate | Ongoing | Ongoing |
| CDC | Involve CDC Team – Laboratory, Care & Treatment, Etc. | Ongoing | Ongoing |
| Pre-requisites | IHI Open School – Enroll Leads & Coaches | IHI Open School – Work on 7 mandatory modules | IHI Open School – Complete 7 modules |
| CMM | Share Capability Maturity Model (CMM) with Team | Assess CMM (for each site) |  |