**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 |
| 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 |
| 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 |
| Learning Sessions | Explore Venues  Begin 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 |
| 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 |
| 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) |  |