

LARC Planning and Preparation

	PLANNING	INTRODUCTORY WEBINAR	PREPARATION
Timeline	> 3 months prior to Workshop	2 months prior to Workshop	1 month prior to Workshop
Key Country Stakeholders	Stakeholder Analysis (SA) <ul style="list-style-type: none"> Begin to populate SA Template - Identify Communicate to / Sensitize Share QI Collaborative Overview including prerequisites 	Stakeholder Analysis <ul style="list-style-type: none"> Continue with SA activities Determine engagement strategies Gain stakeholder support 	Stakeholder Analysis <ul style="list-style-type: none"> Follow through Action Plan Create Communication Plan
Site	<ul style="list-style-type: none"> Select implementation partner / site using strategic criteria Engage Site Leadership & All Staff 	Prior to Smart Start Session <ul style="list-style-type: none"> Determine process Select 1 member from each cadre involved Invite participants Consider acceptable number of Observers / Trainer Candidates 	Logistics <ul style="list-style-type: none"> Secure conference room on site Adequate space for team to walk the process
Team	Provide Team Roles & Responsibilities & Team Roster Template (Project Outline)	<ul style="list-style-type: none"> Select Members / Invite by sending Invitation Letter Share QI Collaborative Overview (PPT) Assign Roles 	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Confirm Implementing Site Select Venue / Catering Lodging / Transportation Invite Participants 	Planning/Logistics <ul style="list-style-type: none"> Confirm Secure training supplies
Budget	Financial support <ul style="list-style-type: none"> Create budget Assure financial support for current activity AND scale-up/spread 	Country Implementation Plan <ul style="list-style-type: none"> Create Plan to spread - Complete IHI Open School Course # QI 201 	Country Implementation Plan <ul style="list-style-type: none"> 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)	