

Figure 10.1: Success Tool—Implementation and Sustainability Checklist

Instructions: Review the following steps and determine whether they have been completed. Note the chapters in this book related to each step.

- ☐ 1. Agree on the goal. (See chapters 1 and 2.)
- ☐ 2. Agree on the gaps between the baselines and needed performance and performance factors. (See chapters 1 and 2.)
- ☐ 3. Conduct collaborative analyses and choose suites of solutions to close the gaps. (See chapters 2 and 3.)
- ☐ 4. Develop a plan or plans to launch and implement the suites of solutions and implement the plans collaboratively. (See chapters 4, 5, 6, and 7.)
- ☐ 5. Break down and distribute the work. (See chapter 4.)
- ☐ 6. Achieve engagement, commitment, and critical mass. (See chapters 2, 4, and 6.)
- ☐ 7. Monitor progress, adoption, and leading indicators. (See chapter 9.)
- ☐ 8. Put an oversight structure in place. (See chapter 7.)
- ☐ 9. Sustain attention by measuring and reporting. (See chapters 6, 8, and 9.)
- ☐ 10. Reward adoption and results. (See chapters 9 and 10.)
- ☐ 11. Shift ownership. (See chapters 7, 8, and 10.)
- ☐ 12. Evaluate and tell your story. (See chapter 10.)