



Installation Stage Progress Tracking Tool

The tracking tool allows implementation teams to assess activities that support successful implementation efforts. Within the SISC initiative, this tracking tool provides an opportunity to monitor progress on work plan milestones and the activities that contribute to their completion.



What is the Installation Stage Progress Tracking Tool?

This tool, adapted from the National Implementation Research Network’s “Stages of Implementation Analysis” by CAMH project leadership, provides project implementation teams with a means to monitor and report on progress. The adaptation included ensuring the tasks included and language used is reflective of the SISC project, at the same time maintaining key elements of the implementation stage.

The Installation Stage Progress Tracking Tool is aligned with the overall work plan milestones and activities. A stage specific work plan outlines the key project milestones within that stage and defines activities that contribute to milestone attainment. It further identifies primary and secondary responsibility for the activity as well as start and end dates. The milestones and activities are reflected in the tracking tool. This supports developing a determination on overall stage progress as it relates to project milestones and timelines.

At the project implementation team level, it provides an opportunity to discuss and develop strategies for areas that are not progressing as anticipated. The discussion may include identification of barriers to completion, means to address them, identifying accountabilities, and setting a time line. At the leadership level, it can signal areas where more support is required and/or expectations that are not congruent with community context. It serves as both a developmental tool and reporting mechanism.

The tool uses a percentage rating system to track progress. For each work plan activity (under the umbrella of a larger milestone), a scale of 0% (not yet initiated) to 100% (activity completed) is used, with partially in place/completed being any percentage rating in between.

The following is a sample of the tool related to three of the work plan milestones:

Stage-Related Activities for <u>Installation</u>	Not Yet Initiated	Partially In Place	In Place	Comments
Milestone 1: Develop Service Collaborative Implementation Team				
1. Establish and convene SCIT				
Milestone 2: Ensure Agreement on Intervention				
2. Complete Project Charter or other document that serves a similar function (e.g., letter of agreement, practice profile sign-off, expanded TOR).				
Milestone 3: Operationalize Core Components				
3. If picking an EBP, further operationalize core components if needed.				
4. If picking an EII, develop and operationalize core components.				
5. Develop intervention materials (e.g., intervention brief, protocol, process, and training materials).				
6. Complete Implementation Guide for making structural and functional changes needed to initiate the new program, practice or process (along all Implementation Drivers).				

[NOTE: Click here for a complete, fillable Installation Stage Progress Tracking Tool](#)





How was the Installation Stage Progress Tracking Tool used within SISC?

Each Service Collaborative has a Regional Implementation Team. The Installation Stage Progress Tracking Tool is discussed and updated by this team on a monthly basis, usually within the context of an in person team meeting. This allowed for various team members with different accountabilities to report on progress or barriers on activities for which they were responsible. The following outlines specific steps that may provide useful direction for employing this tool or an adapted version.

Steps to complete the Installation Stage Progress Tracking Tool:

- Schedule a team meeting (at least monthly meetings are advisable to facilitate regular completion of this tool)
- Identify which team member will facilitate the discussion (within SISC the meetings were normally facilitated by the Regional Implementation Coordinator and Regional Evaluation Coordinator, who are ultimately responsible for the completion and submission of this tool)
- Move chronologically through the milestones and related activities, noting key points or barriers
- For activities that are not progressing as anticipated, identify mitigation strategies, responsibilities and timelines
- If an activity has been completed to the extent that it can be (yet the rating is not 100%) provide an explanation in the comments field
- Complete as much of the tracking tool as is relevant for your current status within the project timelines (i.e. if you have not yet reached a milestone per the work plan timeline, leave that blank until you get to that point)
- Identify an overall installation stage progress score at the bottom of the tool (which will change each month as you move through the milestones/activities)
- The comments field can be used to identify next steps, action items, and where follow-up is needed.

It is important to note that the connection between this tool and an overarching work plan is important. When working within a team, this ensures that all team members understand their roles and responsibilities as it relates to completing the activities and achieving project milestones.

