

Implementation Checklist

Before you launch your intervention, use this checklist to make sure that you are ready to go.

Communications

Has an appropriate date been selected for announcing and (if required) publicising the official start of the “Reduction of Weapons” intervention?

Stakeholders

Have all key stakeholders, partners and target audiences been notified of the launch of the “Reducing Weapons” intervention?

Resources

Are all the necessary resources in place for the intervention to go live? (For example, new lockers, keys, leaflets to explain how to use lockers, signage?)

Staff

Are staff who will be involved in the intervention informed, well prepared and, if necessary, trained to support delivery?

Are roles and responsibilities defined and clearly understood?

Do all staff understand the rationale behind any changes that have been made to services and how they are to be delivered?

Are front line service staff aware of the timing of the intervention?

If there one person or group of people who have overall responsibility for the entire project, does everyone know who that person/people are?

Risks and Mitigation

Do you know where to expect problems or significant challenges to occur?

Have you a plan in place to help you address and mitigate these possible problems at implementation?

Budgets

Have all expenses been predicted?

Are there plans to regularly review expenditures against predictions?