

Change and Implementation AT A GLANCE

Implementation Planning and Capacity Building



Thoughtful planning and capacity building lay the groundwork for new programs and practice changes. Despite the pressures to move quickly, taking time to carefully plan and intentionally build capacity can save time, avert wasted resources, and improve the likelihood of success. In addition, a thoughtful focus on racial equity and the integration of people with lived expertise in implementation planning and capacity building are more likely to result in effective implementation and desired outcomes.

What It Takes to Get It Done

Preparation

- ☐ Outline implementation plan elements, identify sources, and consider context
- ☐ Revisit teaming and leadership structure

Planning for Capacity Building

- ☐ Review readiness assessment findings
- ☐ Develop strategies to build capacity and strengthen motivation

Implementation Plan Development

- ☐ Build a work plan:
 - ☐ Identify activities to get the intervention and agency ready prior to implementation
 - ☐ Identify activities to “roll out” the intervention and measure implementation quality and outcomes
- ☐ Identify communication and engagement activities
- ☐ Consolidate and review implementation plan with partners

Get the Most Out of Implementation Planning and Capacity Building

As you prepare:

- ◆ Revisit the teaming and leadership structure to ensure robust and meaningful inclusion of people with lived expertise, including people of color from the communities that will receive the intervention.
- ◆ Identify the community-based partner organizations that may be able to support service delivery and promote the intervention. Ask:
 - ❖ Who will deliver the services? Are they trusted by community members? Do they represent (and look like) the populations that will be served?
 - ❖ Who is able to promote access to services and encourage participation?
 - ❖ What capacities and supports will be needed?

As you plan for capacity building:

- ◆ Document capacity building strategies and existing community strengths identified by community members and people with lived expertise.
- ◆ Document how the interventions have been tailored to fit the culture, history, and values of the communities of color who will be served.
- ◆ Identify factors that could potentially contribute to inequities for different racial and ethnic groups during implementation (e.g., barriers to access, differing experiences) and document how they will be addressed.

As you develop an implementation plan:

- ◆ Identify how the readiness and “roll out” activities in the work plan will contribute to more equitable implementation.
- ◆ Identify inclusive and authentic communication and engagement activities. Consider who is invited, included, and making decisions.
- ◆ Review the plan with internal and external partners, including people with lived expertise in child welfare, people from the communities of color that the intervention will serve, and community leaders and service providers trusted by youth and families. Use their input to make revisions to the plan.

Implementation Plan Elements:

Implementation plans “tell the story” of how a new program or other intervention will be put into place.

Background on problem
and theory of change

Intervention overview

Implementation team
and roles

Readiness assessment
findings

Work Plan:
Tasks and timeframes to
prepare and roll out

Plans for data collection,
monitoring, and
evaluation

Communication and
engagement strategies

Expected challenges and
solutions

Key Takeaways

A quality implementation plan:

- ◆ Pulls together prior work on problem exploration, theory of change, and intervention selection
- ◆ Reflects lived expertise and culturally responsive approaches to implementation
- ◆ Addresses agency readiness for implementation
- ◆ Guides next steps in testing, piloting, staging, and monitoring
- ◆ Anticipates challenges

Implementation plans are living documents that evolve over time.

Looking for more?

- ◆ Explore additional [implementation planning and capacity building](#) resources.
- ◆ See [Change and Implementation in Practice](#) for more information about other change and implementation topics.
- ◆ Find questions for consideration at each phase of the process in [“Focusing on Race Equity Throughout Change and Implementation.”](#)
- ◆ Learn more about the integration of lived expertise in [“Strategies for Authentic Integration of Family and Youth Voice in Child Welfare.”](#)

Click on each icon in the Change and Implementation graphic for more information.

Once the implementation plan is developed, it is time for [intervention testing, piloting, and staging](#).

Key Change and Implementation Topics



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