

# Implementation Team Planning



**An implementation team is a group of stakeholders responsible for overseeing implementation and continuous improvement of a program or practice to achieve equitable outcomes. Implementation teams are different than advisory groups or oversight committees as they actively make decisions and plan for implementation, instead of primarily providing feedback. They are the organized group that supports every stage of implementation (NIRN, 2015).**

Implementation Teams are the lever for organizational change and are a key component in the planning and implementation of evidence-based practices. Implementation teams are the backbone of the implementation process. Common activities of implementation teams are to:

- » meet monthly to plan implementation activities;
- » engage relevant stakeholders (such as staff from different parts of an organization, youth, families and community members) in decision making;
- » clearly define what is being implemented and identify necessary adaptations or changes for the context;
- » establish support for staff implementing the intervention, program or practice;
- » provide a process for measuring and improving fidelity;
- » set goals and create strategies for achieving greater equity through implementation; and
- » ensure the intervention, program or practice achieves and sustains its goals.

Ideally, Implementation Teams should have the following composition:

- » 3-8 team members of varying roles, authority, and levels of decision-making.
- » Diverse perspectives including LEA and school-based administration, teachers, coaches/specialists, community partners, and other key stakeholders directly involved with the implementation of the Empowerment Collaborative in your school/system.

**Directions:** Consider and discuss the following questions to identify stakeholders who should be included on the implementation team.

Question	Response
What teams or roles do you have in place that could be repurposed or expanded that have similar skills or interests to the Empowerment Collaborative protocols?	
What key stakeholders are directly impacted or involved in the implementation of the Empowerment Collaborative?	
What departments/divisions across our central office should be involved to ensure that necessary decisions can be made?	
Whose viewpoints do we need in the conversations that we may not already have?	

Name	Role	Notes
