

Monitoring Change Checklist — Job Aid

What follows is a checklist that is for use during implementation to assess a variety of factors that can affect successful implementation and achieving results. Indicators, which will help you decide whether you would answer yes or no to each question, follow the questions.

1. Is the leadership currently supportive?

- Leaders holding formal top-level positions (e.g., director, supervisor) provide public verbal support for implementation and continue to allocate appropriate resources (e.g., people, money) to the implementation
- Any necessary steering committees or other such mechanisms have been established and are active
- Informal leaders have been involved in previous stages and/or are influencing key formal leaders to support interventions

2. Do the target groups (leaders/employees/health workers) accept and use the interventions?

- The assessment data includes target group data and accurately reflects the situations they face as they try to achieve desired performance
- Target groups have been genuinely involved in analyzing results and designing or fieldtesting the intervention
- The interventions have been pre-tested
- The interventions either do not represent a significant change from the normal organizational culture (the way work gets done), or plans have been made to support organizational change at the target group level

3. Are there any external conditions that may affect implementation?

- Plans exist for external conditions that could affect implementation (e.g., an upcoming election, a new policy, decentralization efforts)

4. Are the resources needed for implementation in place?

- The intervention activities match resource levels (e.g., human, time, and financial resources are available and realistic)
- Resources are being made available as planned

5. Does the capacity to implement the interventions exist? If not, is there a strategy in place to develop the capacity; what happens now?

- There is evidence that the capacity to implement the interventions exists: there are adequate numbers of staff with the right skills, resources, systems and procedures in place; materials are prepared, etc.
- The workplan deadlines are being met. Responsibilities are clearly communicated

- The client and/or stakeholder organizations and the OPQ leader/team have implemented a plan for building capacity to implement and sustain the results of interventions

6. Is there a system for monitoring and evaluating the progress and results of the interventions?

- The Implementation plan and M&E plan include indicators for tracking progress and results
- There is evidence that the capacity to monitor and evaluation the interventions exists: skilled M&E staff, resources, systems
- Stakeholders use results to make decisions, communicate, and continue the process of improvement (comparing current and desired performance to identify gaps, analyzing root causes, etc.)