

# HOW TO BUILD YOUR IMPLEMENTATION TEAM

## What is an implementation team?

A group of people responsible for overseeing implementation and continuous improvement of a program or practice to achieve improved outcomes.

The purpose of an implementation team is to lead and deliver change strategies that support the uptake of the THING you are implementing.

Implementation teams can help engage stakeholders, support cross-department collaboration, identify barriers and enablers and monitor progress. Building your team is a complex process and the team may need to change over time.

<p><b>Engage and recruit members</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify the people critical to achieving the change. Consider representation from:           <ul style="list-style-type: none"> <li>- Medical</li> <li>- Nursing</li> <li>- Nutrition</li> <li>- Physiotherapy / Exercise Physiology</li> <li>- Senior health service leaders/managers</li> <li>- Consumers</li> </ul> </li> <li><input type="checkbox"/> Where possible, include a diverse mix of skills and competencies, such as subject matter expertise, organisational knowledge, and experience in implementation or change management.</li> <li><input type="checkbox"/> Identify who has the authority to support or approve the change and understand how to reach them.</li> <li><input type="checkbox"/> Identify local champions to support the project and drive adoption.</li> </ul>
<p><b>Define the team's purpose and scope</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clearly define what is being implemented and in which setting.</li> <li><input type="checkbox"/> Identify necessary adaptations or changes for your local context.</li> <li><input type="checkbox"/> Set goals and develop strategies for achieving them.</li> </ul>
<p><b>Establish roles and responsibilities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Define who is responsible for what, where, when and how i.e. consider who will provide leadership, support conflict resolution, make decisions.</li> </ul>
<p><b>Foster a successful team environment</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Build trust by creating a shared vision.</li> <li><input type="checkbox"/> Establish methods for regular communication within the implementation team.</li> <li><input type="checkbox"/> Determine how the team will share their progress with key stakeholders outside the implementation team.</li> </ul>

## References:

The Centre for Implementation [Dynamic Implementation Teams](#)  
 National Implementation Research Network [Practice Guide Implementation Teams](#)  
 National Implementation Research Network [Implementation Teams Getting Started Worksheet](#)