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**Session 3**

**Steps in the Preparatory and Implementation Phases**

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**Learning Objective**

Participants will recognize

- The steps in the preparatory and implementation phases and the iterative nature of the phases

**Steps in the Preparatory Phase**

- Involve and meet with key actors and stakeholders
- May need to narrow the focus (using baseline data if necessary) if the topic area is broad; set improvement objectives.
- Develop an organizational structure for the collaborative
- Review evidence-based standards with an expert group and agree on adaptation to country setting
- Review evidence and create a consensus on the change package and indicators
- Determine capacity building and resource needs to implement change package

**Steps in the Preparatory Phase (Cont'd.)**

- Choose initial sites with spread in mind, if spread is a goal
- Develop a spread and sustainability strategy
- Develop collaborative implementation plan and timeline
- Develop and test the system for monitoring process and results indicators
- Define communication and sharing mechanisms that can be used
- Develop the tools for QI team support: content training, CQI training, monitoring, coaching, job aids, etc.

**Steps in the Implementation Phase**

- Form QI teams and prepare them to carry out their tasks
- Ensure competencies needed: clinical competencies for health workers, QA for teams and coaches, etc.
- Ensure the basic resources needed to implement norms
- Organize the content, methods, and roll-out of learning sessions
- Develop and implement a plan for regular coaching for QI teams
- Ensure the validity of monitoring data
- Determine the appropriate moment to synthesize best practices and move on to spread.