

IMPLEMENTATION CHECKLIST

A -- Attended to (yes, OK, answer(s) known, done, etc.)

N -- Not attended to (not applicable, not needed, little or no risk, etc.)

A N APPROVALS

- 1. Is the approval process complete?
- 2. Do we have agreement on precisely what is approved?
- 3. Adjust the final proposed process chart to reflect what is approved.

IMPLEMENTATION ACTIVITIES

- 4. Prepare an Activities Check List Chart checking what is required to complete each change.
 - a. Changes to forms.
 - b. Changes of equipment.
 - c. Programming required.
 - d. Procedure changes to be written.
 - e. Policy changes to be written.
 - f. Changes in facilities, work places.
 - g. Training needed.
- 5. List activities
 - a. Forms: rough design, check out, proof and print or program, distribute or install, train.
 - b. Equipment: select, order, manufacture, deliver, check out, train.
 - c. Programming: establish requirement, write, review, rewrite, train.
 - d. Procedures: write, check out, rewrite, train, distribute.
 - e. Policies: write, review, rewrite, publish, distribute.
 - f. Work area designs: design, check out, detail, engineer, check out, and revise.
- 6. If there are a large number of activities, arrange them in a network.

IMPLEMENTATION MANAGEMENT

- 7. Select an implementation coordinator. (Often the project Team Leader.)
- 8. Assign activities to individuals.
- 9. Obtain commitments with completion dates.
- 10. Announce the dates and name the coordinator.
- 11. Maintain the momentum and enthusiasm by staging visible activities.
 - a. Hold meetings to:
 - o Check out forms or formats.
 - o Review drafts and final rewrites of procedures.
 - o Demonstrate equipment.
 - o Review drafts and final rewrites of policies.
 - o Review programming changes
 - o Review work area changes.
 - b. Make visible physical changes.
 - o Facilities
 - o Equipment
 - o Forms and formats
 - c. Make announcements concerning the above.
- 12. Get as many users and managers as possible involved in meetings.
- 13. Monitor progress to stay on schedule, paying daily attention to the critical path.
- 14. Adjust for delays as necessary, when on the critical path, with added resources, people, over time, etc.
- 15. Adjust the schedule as necessary.
- 16. Complete all activities.

For understanding business processes: Graham Process Mapping Software at www.processchart.com