

IMPLEMENTATION CHECKLIST

Project Description:

Sponsor:

Description of change(s):					
Implementation date(s):					
Predicted impact of change on key measures:					
	Measure	Original Level of Performance		Level at Implementation	
1					
2					
3					
4					
5					
Processes or Products affected by the change:					
	Processes or Products Affected	Process or Product Owner	Number of People Affected	Change in Standard? Yes/No	Measured Acceptance High/Med/Low
1					
2					
3					
4					
5					
Documentation of change:					
Date	Documentation Description	Document Location	Defined By	Approved By	Update Responsibility
	Materials/forms defined, available with method to update in place				
	Procedure defined, available with method to update in place				
	Equipment defined available with method to update additions in place				
	Equipment layout defined & labeled (use pictures if applicable)				
	Changes in job descriptions or role statements complete.				
Impact on training:					
Date	Documentation Description	Document Location	Defined By	Approved By	Training Responsibility
	Training procedure defined for implementation.				
	Training schedule complete				
	New employee training procedure complete.				
	Procedure defined which ensures Training procedure is kept up to date due to changes in materials, forms, procedures, equipment, layouts or job descriptions				
Measurements required:					
Date	Documentation Description	Document Location	Frequency	Approved/ Reviewed By	Charting/Analysis Responsibility
	New measurements defined and tied to role descriptions				
	Measurement procedures (including analysis) defined.				
	Measurement review schedule defined				