ICONS SUPPORTED IMPLEMENTATION

INTERNAL FACILITATOR ACTION PLAN

This proforma provides a structured approach to planning your work as an internal facilitator on the ICONS research programme. It may be helpful to have one objective relating to each of the four types of implementation work outlined in the manual (pages 4-5).

Implementation objective:

The following box provides you with the opportunity to record some thoughts about the context of the objective. Use the facilitation manual (pages 9-12) to think through how the work of implementation may be made easier for staff. Reading this should provide you with a 'sense of urgency' to ensure that your objective remains 'alive'.

Context:

Action plan

Your next task is to break your objective down into discrete activities, each of which has to be achieved in order for your objective to be met. Use the table below to help you do this.

	TIMELINE							
	M1	2	3	4	5	6	7	8
ACTVITIES								

Risk analysis

Your next task, drawing on discussions with your external facilitator, is to identify the barriers and facilitators to you meeting this objective. You'll need to think through (possibly using a Force Field Analysis) how significant these are (high, medium or low significance), and the strategies that you can use to manage these. Use the table below to help you.

Barriers

Barriers	Significance	Management strategy

Facilitators

Facilitators	Significance	Management strategy

Having reviewed the barriers to, and facilitators to, achievement, you should now revisit the action plan. Are there other additional things that you want to include?

Final action plan

ACTVITIES	TIMELINE							
	M1	2	3	4	5	6	7	8

Support

Now take a few minutes to think through whether there are additional sources of support that can help you achieve this objective. These might be individuals or organisations from your personal network.

Alternatively use this section to plan your work with the external facilitator.

Additional sources of support:

Progress review

The final section of your action plan provides you with the opportunity to review progress, and make any amendments as required to the plan. You should review progress after each unit of time used in your initial plan has passed.

Unit of time	Progress	Problems or delays	Proposed solutions
M1			
2			
3			
4			
5			
6			