Exploration & Design Checklist

Stage-Related Activities *(Adapted from Blase, et al. 2013a)*

			Not Started	In Progress	Completed
	1.	Form implementation team or re-purpose/expand a current group			
*	2.	Develop communication plan[1] to describe the exploration & design process (e.g., activities, participants, timeline, benefits, risks) to key stakeholder groups			
	3.	Analyze data to determine need and prevalence of need			
	4.	Select targeted areas to address need (e.g., child, adult, family)			
	5.	Review and identify programs, practices and interventions that match target area and address need			
*	6.	Review and discuss "eligible" programs and practices (see Appendix C) in relation to:			
		a. Need			
*		b. Fit with current initiatives			
*		c. Resources - Sustainability			
		d. Strength of evidence			
		e. Readiness for replication			
		f. Capacity to implement			
	7.	Select/design programs/practices for continued exploration based on assessment results from above			
	8.	Develop methods to promote exploration and assess "buy-in" or "ownership" for range of impacted stakeholders			
	9.	Analyze information and results of exploration activities			
	10.	Work group makes recommendation to appropriate level (e.g., state level team, local partners, alliance, funders)			

* Most important items

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[1] For an example of a communication plan, please refer to http://toolkit.pellinstitute.org/evaluation-guide/communicate-improve/develop-a-communications-plan/