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| **Element** | **Planning Team Discussion Questions** | **Description of Elements That Are Essential for Program Success** |
| **Completeness (dose delivered)**:Amount or number of intended units of each component installed or delivered/provided by implementers | - What are the program components?- What will the interventionists deliver for each program component?- What content, materials, strategies, and activities should be included for each component?- When should these be delivered?- How long should each take?- How should they be sequenced? | Worksheet 4.1 Template for Describing Complete and Acceptable Delivery/ Installation of Program, Policy, or Practice in an Organizational Setting |
| **Fidelity**: Extent to whichprogram, policy, or practice wasimplemented, consistent withunderlying theory and philosophy | - What theory, constructs, or conceptual elements guide the program, policy, or practice- What is the philosophy of the program, policy, or practice?- What are the implications of the theory and philosophy for what is done during implementation? For how things are done?- What implementer behaviors and/ or environmental components will convey the conceptual elements and philosophy? |  |
| **Reach**: Proportion of the intended target groups that participate in the program, policy, or practice at appropriate levels (e.g., individual participants, organizational units, organizations) | - Who are the target groups at multiple levels as applicable (describe)?- How many participants and/or organizations are in the target groups?- What level of attendance is expected in training (if applicable)?- For individual participants, what level of attendance is expected in each program component? Sessions within components? How much attendance is needed to get the intended benefit of the program or training? |  |
| **Dose received**: Extent to whichparticipants, change agents, and/or organizations actively engage with, interact with, are receptive to, and/or use materials or recommended resources | - What are the expectations for participant involvement?- What are the expected reactions of participants?- What follow-up behaviors are expected (e.g., use materials and activities, make contacts and identify resources, make changes in behavior, implement policies, etc.)?- What is the expected timeline? |  |