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| Worksheet 3.1 Template for Summarizing Plan to Facilitate Organizational Adoption of a Program, Policy, or PracticeOrganization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Primary decision maker(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Primary approach to facilitating organizational adoption (i.e., meetings, specific communication strategies, materials, and information): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Category and Specific Influence** | **Relevant Characteristics of****Participating Organization** | **Specific Strategies to****Facilitate Adoption** |
| **Factors Over Which the Planning Team Has Control** |
| **Characteristics of innovation**• Nature of the program (complexity, relative advantage, trialability, observability, uncertainty)• Scope for reinvention (adaptability, flexibility)• Fit with organizational/stakeholder needs, goals, priorities, skills, work practices |  |  |
| **Adoption approach/process**• Timing and degree of adopter involvement• Nature of adoption decision |  |  |
| **Factors That Can Be Influenced (to some extent)** |
| **Leadership and support; resources**• Establishing priorities, consensus• Investment of resources needed for activities (staff, funding, equipment)• Organizational slack (uncommitted resources available) |  |  |
| **Characteristics of adopters**• Awareness/concern related to (specific area addressed by the program, policy, or practice)• Support for issue (e.g., prevention, treatment)• Perceived need |  |  |
| **Important Factors Less Amenable to Influence** |
| **Characteristics of the organization**• Features such as maturity (+), size (+), complexity (+), centralization (-), and formalization (-)• Norms, openness to change, risk taking, innovation• System openness, members linked to others outside organization• Expertise in assessment, planning, and evaluation, use of evaluation data, feedback |  |  |
| **External factors**• Support from interorganizational networks• Features of networks (structure, homophily, boundary spanners)• Political support or opposition• Intentional spread (dissemination)• Connection to “research system,” access to information on “what works” |  |  |