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| Worksheet 3.1 Template for Summarizing Plan to Facilitate Organizational Adoption of a Program, Policy, or Practice  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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” |  |  |