

# Implementation Checklist

## 1. What gap is being addressed?

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## 2. How will the identified technology address this gap?

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## 3. Who are the key stakeholders involved in successful implementation of this solution?

Don't forget clients, families and all staff who will interact with this solution.

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## 4. What is the risk of...

### a. Implementing the technology?

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### b. Not implementing the technology?

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## 5. What will success look like?

i.e. how will you evaluate the implementation of this technology? What will you measure to demonstrate this success?

### a. Clients/Carers:

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### b. Frontline staff:

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### c. Management:

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### d. Other relevant stakeholders:

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## 6. List the enablers, barriers and strategies related to:

### 1. Technology Design Factors and Features

- Design features
- Technical issues
- Infrastructure
- Familiarity and interoperability

#### Enablers

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#### Barriers

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#### Strategies

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### 2. Privacy, Security and Trust

- Client privacy
- Reliability and Trust

#### Enablers

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#### Barriers

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#### Strategies

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### 3. Training and Technical Support

- Training for staff
- Training for clients
- IT technical support

#### Enablers

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#### Barriers

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#### Strategies

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### 4. Organisational Design and Culture

- Culture
- Digital readiness
- Confidence and acceptance of technology
- Impacts on workload
- Communication

#### Enablers

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#### Barriers

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#### Strategies

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### 5. Aspects of Client Care

- Client preferences for technology
- Suitability of technology to enhance care

#### Enablers

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#### Barriers

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#### Strategies

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## 6. Digital Literacy

- Staff self-efficacy and preferences for technology
- Level of digital literacy

### Enablers

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### Barriers

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### Strategies

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## 7. Perceived Benefits of Technology

- Usefulness
- Awareness of benefits

### Enablers

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### Barriers

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### Strategies

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