



Checklist to Assess Key Ingredients for Successful Implementation of Plans

Much material has been presented in the sections above to guide the planner/manager in the implementation of plans. This section provides a checklist that can be used at all levels of the health system to assess the extent to which the necessary ingredients for successful implementation are available. These are the key issues, in summary form, that need to be managed effectively to ensure successful implementation of plans at any level. The items listed below illustrate the need for clear guidelines and guidance from national and provincial spheres so that districts and facilities to plan and implement successfully.

Table 7. Checklist to assess the key ingredients for successful implementation of plan

Broad Areas	Specific Issues	Assessment Measure: Present Or Absent
Clear Roles and Responsibilities	Clear job descriptions for general & programme managers	
	Involvement of general & programme managers at all levels in planning & implementation	
	Clear roles for governance structures at all levels in planning and implementation	
Lines of Authority, Delegation and Communication	Clear financial and human resource authorities and delegations for general and programme managers	
	Clear lines of communication between general and programme managers	
	Clear lines of communication between managers and governance bodies	
People, Skills and Systems	Availability of sufficient warm bodies and/or plans to ensure sufficient warm bodies in place	
	Management and clinical skills available or plans to develop skills in place	
	Financial, HR, procurement, drug distribution, transport systems in place or plans to develop these systems in place	
Availability of Budget	Budget to implement plan allocated	
Management and Supervision	Quality assurance policy in place	
	Supervision policy and system in place	
	Resources for supervision available (transport)	
Monitoring and Evaluation	Good quality indicators developed	
	DHIS data of high quality	
	Skills available to use data to monitor plan implementation	
Performance Management	Plan deliverables linked to performance management system	
	Performance management system used to evaluate/reward employees based on monitoring & evaluation of implementation	