Readiness Action Plan and Progress Monitoring Tool

This action plan and monitoring tool will help you track your team’s progress in developing readiness to implement or improve comprehensive medication management (CMM). This tool will help ensure your team is adequately prepared for your implementation or improvement effort. Key terms and instructions for how to use this tool are listed below.

Fill out **PART I** first to plan your action steps, then use **PART II** to track your progress towards readiness.

<table>
<thead>
<tr>
<th>PART I</th>
<th>PART II</th>
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<tbody>
<tr>
<td><strong>Readiness Priority Area:</strong> Determine the readiness challenges you plan to address (refer to the Readiness Priority Matrix your team filled out).</td>
<td><strong>Progress Monitoring Tool:</strong> As you are assessing readiness, take notes on your successes, challenges, and lessons learned.</td>
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<td><strong>Readiness SMART Goal:</strong> For each readiness priority area you have selected, you will need to state what your goal is for that area. Make sure your goal is specific, measurable, attainable, realistic, and time-sensitive (SMART).</td>
<td><strong>Successes:</strong> Document what has gone well!</td>
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<td><strong>Readiness Building Strategies:</strong> For each readiness goal you identify, list some readiness building strategies you will employ to achieve that goal.</td>
<td><strong>Challenges and Solutions:</strong> Also take note of the challenges you faced while trying to build readiness and solutions applied.</td>
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<td><strong>Associated Tasks:</strong> For each readiness building strategy, list the tasks that will be necessary to execute that strategy.</td>
<td><strong>Lessons Learned:</strong> Summarize the lessons your team learned from the successes and challenges experienced and apply these learnings to future readiness building efforts.</td>
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<td><strong>Person(s) Responsible:</strong> List the person(s) responsible for each task listed.</td>
<td><strong>Timeline Due Date:</strong> Establish agreed-upon deadlines for the tasks to be completed.</td>
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<td>SMART goal for this priority area:</td>
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<td>Readiness Building Strategy #1</td>
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<td>Task #3</td>
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