

# 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.

PART I

**Readiness Priority Area:** Determine the readiness challenges you plan to address (refer to the *Readiness Priority Matrix* your team filled out).

**Readiness SMART Goal:** 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).

**Readiness Building Strategies:** For each readiness goal you identify, list some readiness building strategies you will employ to achieve that goal.

**Associated Tasks:** For each readiness building strategy, list the tasks that will be necessary to execute that strategy.

**Person(s) Responsible:** List the person(s) responsible for each task listed.

**Timeline Due Date:** Establish agreed-upon deadlines for the tasks to be completed.

PART II

**Progress Monitoring Tool:** As you are assessing readiness, take notes on your successes, challenges, and lessons learned.

**Successes:** Document what has gone well!

**Challenges and Solutions:** Also take note of the challenges you faced while trying to build readiness and solutions applied.

**Lessons Learned:** Summarize the lessons your team learned from the successes and challenges experienced and apply these learnings to future readiness building efforts.

| PART I                             |                                |                  |                       |                   | PART II                  |                  |           |                          |                 |  |
|------------------------------------|--------------------------------|------------------|-----------------------|-------------------|--------------------------|------------------|-----------|--------------------------|-----------------|--|
| Action Plan                        |                                |                  |                       |                   | Progress Monitoring Tool |                  |           |                          |                 |  |
| Readiness Priority Area            | Readiness Building Strategies  | Associated tasks | Person(s) responsible | Timeline due date | Date                     | Progress to Date | Successes | Challenges and Solutions | Lessons Learned |  |
| SMART goal for this priority area: | Readiness Building Strategy #1 | Task #1          |                       |                   |                          |                  |           |                          |                 |  |
|                                    |                                |                  |                       |                   |                          |                  |           |                          |                 |  |
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|                                    |                                | Task #2          |                       |                   |                          |                  |           |                          |                 |  |
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|                                    | Task #3                        |                  |                       |                   |                          |                  |           |                          |                 |  |
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|                                    | Readiness Building Strategy #2 | Task #1          |                       |                   |                          |                  |           |                          |                 |  |
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| Task #2                            |                                |                  |                       |                   |                          |                  |           |                          |                 |  |
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| Task #3                            |                                |                  |                       |                   |                          |                  |           |                          |                 |  |
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| PART I                             |                                |                  |                       |                   | PART II                  |                  |           |                          |                 |  |
|------------------------------------|--------------------------------|------------------|-----------------------|-------------------|--------------------------|------------------|-----------|--------------------------|-----------------|--|
| Action Plan                        |                                |                  |                       |                   | Progress Monitoring Tool |                  |           |                          |                 |  |
| Readiness Priority Area            | Readiness Building Strategies  | Associated tasks | Person(s) responsible | Timeline due date | Date                     | Progress to Date | Successes | Challenges and Solutions | Lessons Learned |  |
| SMART goal for this priority area: | Readiness Building Strategy #1 | Task #1          |                       |                   |                          |                  |           |                          |                 |  |
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|                                    |                                | Task #2          |                       |                   |                          |                  |           |                          |                 |  |
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|                                    | Task #3                        |                  |                       |                   |                          |                  |           |                          |                 |  |
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|                                    | Readiness Building Strategy #2 | Task #1          |                       |                   |                          |                  |           |                          |                 |  |
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| Task #2                            |                                |                  |                       |                   |                          |                  |           |                          |                 |  |
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| Task #3                            |                                |                  |                       |                   |                          |                  |           |                          |                 |  |
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