



Abriendo Puertas/ Opening Doors (AP/OD) Implementation Plan Template

This template is a general plan that sets out the core steps for implementing Abriendo Puertas/Opening Doors program. Partners can adapt the template to suit their organization/ agency and add in additional details as needed.

Organization/Agency Name: _____

Fiscal Year: _____

	Activity/Task	Start Date	Target Date to finish	Assigned to	Status/Comments
EXPLORE					
<input type="checkbox"/>	Collect information about the strengths, interests, and needs of parents and families in your community.				
<input type="checkbox"/>	Review multiple parent curriculums to				
<input type="checkbox"/>	Make evidence-informed decision on what parent curriculum to implement				
<input type="checkbox"/>	Determine appropriate parent program to implement				
<input type="checkbox"/>	Examine the fit and feasibility of AP/OD within your organization context				
<input type="checkbox"/>	Gain support from administration/ directors				
<input type="checkbox"/>	Assess the readiness of your organization to deliver the AP/OD program				
<input type="checkbox"/>	Become familiar with the requirements to implement the AP/OD program				
<input type="checkbox"/>	Make decision to adopt the AP/OD Program				
PREPARE					
<input type="checkbox"/>	Develop a clear & well detailed implementation plan that includes parent outreach				

<input type="checkbox"/>	Prepare budget for implementation costs, including expenses for systems changes, staff training, resource materials, contractual services, etc.				
<input type="checkbox"/>	Determine method for securing support from key individuals and groups including funding				
<input type="checkbox"/>	Identify key personnel to be involved in the implementation plan				
<input type="checkbox"/>	Assign roles to ensure project task completion: <ul style="list-style-type: none"> • Implementing facilitator • Co-facilitator • Admin support • Supervisor overseeing the implementation of the program • Program manager • Other 				
<input type="checkbox"/>	Develop a team communication plan				
<input type="checkbox"/>	Review staff capacity for delivery of the program				
<input type="checkbox"/>	Determine if you need to hire additional staff to implement the program, identify system changes, identify workflow changes				
<input type="checkbox"/>	Identify staff to be trained				
<input type="checkbox"/>	Determine the amount of time it will take to have necessary staff trained				
<input type="checkbox"/>	Identify the methods for staff training (online, in person)				
<input type="checkbox"/>	Determine training costs & schedule <ul style="list-style-type: none"> • Review AP/OD NATIONAL CALENDAR to view upcoming trainings 				
<input type="checkbox"/>	Identify what if any downtime there will be during training				
<input type="checkbox"/>	Register staff to attend AP/OD training				
<input type="checkbox"/>	Purchase training registrations				
<input type="checkbox"/>	Complete staff training				
<input type="checkbox"/>	Meet with key personnel to determine plans to implement program <ul style="list-style-type: none"> • Location, proposed dates, language <i>(during this step it's important to consider the community you are serving – such as a schedule that works best for them PM classes vs AM. Many facilitators conduct survey to support them with this task)</i>				

	<ul style="list-style-type: none"> Budget solely for the implementation of the program 				
<input type="checkbox"/>	Check-in with AP/OD National on resources, professional development trainings, program materials, etc.				
<input type="checkbox"/>	Develop an outreach plan (how will you successfully promote the program?) <ul style="list-style-type: none"> Social media Flyers Phone calls Text messages 				
<input type="checkbox"/>	Develop recruitment plan <ul style="list-style-type: none"> Will childcare be provided? Incentives/Prizes Raffles 				
<input type="checkbox"/>	Check-in with AP/OD National on resources, professional development trainings, program materials, etc.				
<input type="checkbox"/>	Review in detail AP/OD Introduction Booklet				
<input type="checkbox"/>	Review resources found in AP/OD USB folder titled "Resources for Facilitators"				
<input type="checkbox"/>	Review Session 1 booklet (1-2 weeks before Session 1 Start date) <ul style="list-style-type: none"> Make copies of necessary participant handouts Prepare necessary program materials 				
<input type="checkbox"/>	Complete a review of Program Evaluation tools (Pre & post Surveys & Online Survey Portal)				
<input type="checkbox"/>	Using your Admin Portal account add program site details to the Online Survey Portal (at least 2 weeks before Session 1 start date)				
<input type="checkbox"/>	Order required program materials (Easel paper, pencils, markers, decors, prizes, snacks e.g.)				
<input type="checkbox"/>	Finalize implementation plan				
DELIVER					
<input type="checkbox"/>	Launch outreach plan - recommended to allow 3-4 weeks to do outreach Example of outreach: <ul style="list-style-type: none"> Social media Flyers Phone calls Text messages Promotional presentations 				

<input type="checkbox"/>	Launch program and communications plan				
<input type="checkbox"/>	Prepare to implement Session 1 • Conduct necessary follow ups & friendly reminder calls/texts to participants				
<input type="checkbox"/>	Conduct post session reminders • EX: thank you for attending calls and reminders of next session date				
<input type="checkbox"/>	Ensure program and practices are delivered as intended to comply with program fidelity				

SUSTAIN

<input type="checkbox"/>	Review and analyze program reports				
<input type="checkbox"/>	Present findings to key individuals (directors, funders etc.)				
<input type="checkbox"/>	Develop an ongoing action plan and review				
<input type="checkbox"/>	Work with your implementation team to correct any problems identified during implementation				
<input type="checkbox"/>	Provide feedback to team on implementation process and materials				

Use the following QR code to access resources for facilitators.

