

Implementation checklists (Appendix A)

Checklists of points to consider during the four stages of implementation.

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Stage one considerations – Explore and engage

Define what needs to change – what is the problem to solve?

- Understand what needs to change, the gaps and needs of the organisation.
- Establish whether the issue aligns with current priorities.
- Consider data and measures to be used.

Select and adopt the innovation

- Look for existing innovations.
- Select and adopt an evidence-based innovation that bridges the gap.
- Decide whether any adaptations are required.
- Identify the benefits and how you might be able to measure them.

Set up the team

- Set up a local implementation team and other teams as required.
- Identify partners and build relationships.

Identify barriers and enablers to implementation

- Understand individual and contextual barriers and facilitators to adopting the innovation.
- Identify costs and funding streams.
- Submit a business case for change and seek strategic support.

Understand readiness to adopt the innovation

- Assess organisational readiness, including leadership support, workforce capacity and capability.

Stage two considerations – Plan and prepare

Develop an implementation plan

- Consider your communication plan or approach.
- Identify a strong and committed senior sponsor as strategic lead.
- Internal governance – identify tactical and operational leads, along with a governance route.
- Continue working on relationships for engagement and involvement.

Choose implementation tactics to support individuals

- This could include training, use of champions and/or creating a team.

Design the evaluation

- Plan how you will measure whether it works and if it is cost-effective.
- Obtain baseline measures.

Ensure compliance

- Ensure that regulatory and legal compliance work is completed.

Stage three considerations – Implementation

Start using the innovation

- Plan regular meetings to prioritise implementation and to address barriers and opportunities.
- Ongoing engagement with stakeholders.
- Use data to inform decision making.

Continuously monitor and improve

- Track benefits. Focus on outcomes, not activity.
- Consider any adaptations required.
- Decide on whether implementation is effective or sufficient based on evaluation.
- Evaluate effectiveness.

Stage four considerations – Sustain and scale

Sustain the programme or practice

- Identify 'business as usual' ownership and governance. Link to departmental or force performance.

Scale up the programme

- Share learning with colleagues and peers – knowledge, skills and experience (KSE), regional meeting.
- Submit to the What Works Centre for Crime Reduction (College of Policing).

Acknowledge and reward implementation processes

- Award submissions.
- Communications pieces (national and local).

Tags

Innovation