

**Develop an implementation
plan to facilitate the use of
IFSS best practices across
federal/state/local/tribal/territorial
governments**

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- ***Charge:*** Develop an implementation plan that can be used across federal/state/local/tribal/territorial governments to assist programs in rapidly implementing programs developed by PFP and putting into routine program operations
- ***Assumption:*** The program has already been evaluated and deemed worthy of implementation.

Goal

- *Develop a framework for implementation that could be used by any partner – federal/state/local*
- *Framework to include elements to be considered when addressing implementation*

Implementation Elements

1. Resources
2. Accountability
3. Change Management
4. Marketing & Communication
5. Training
6. Evaluation & Metrics

Resources

Definition: The infrastructure support necessary to implement and sustain the project/initiative including, but not limited to:

- Capital
- Human
- Equipment
- Facilities
- IT
- Time/Travel

Examples:

1. What resources are already in place to support implementation?
2. What additional resources will be needed to implement the program?
3. What resources will be needed to sustain the program over time?

Accountability

Definition: an obligation or willingness to accept responsibility for successful implementation of the program

Examples:

1. Who is being held accountable – by whom, for what, by when?
2. What will demonstrate the accountability?

Change Management

Definition: an approach to transition individuals, teams, or organizations from a current state to a desired future state. The organizational process aimed at helping stakeholders to accept and embrace changes in their business environment.

Examples:

1. Is the change significant enough for your organization to require formal change management effort?
2. Identify a champion for change

Marketing & Communication

Definition: Is the activity, set of institutions and processes for creating, communicating, delivering, engaging, and exchanging offerings that have value for relevant stakeholders.

Examples:

1. Who is the target audience – internal & external?
2. Who are the partner organizations & stakeholders?
3. Is the message consistent and address the vision, mission & connectivity (IFSS/PFP/FSMA)

Training

Definition: Is the acquisition of of KSAs as a result of a job task analysis that is taught in a manner capable of being learned by the target audience.

Examples:

1. Who will need training?
2. What level of training will they need?
3. What is the end result of the training?

Metrics & Evaluation

Definition: Process of measuring effectiveness, sustainability & impact of the implementation of the program

Examples:

1. Were the anticipated outcomes achieved?
2. What barriers were identified and overcome?
3. Were identified resources provided & were they adequate?

Considerations

- Is it a new initiative versus revision to existing program?
- Is it a stand alone or part of a larger multifaceted initiative?
- Ensure the proposal has been completed & evaluated

Recommendations to the Steering Committee

- Clarify the mission statement for IFSS
- Build up and utilize the brand of the PFP to be an implementing force