Implementation reflection

School:

Welcome to the no-end!

With this document we intend to generate a space of critical, honest and constructive reflection on the process of implementation done in your school. We have thought of this **self-evaluation** activity in terms of a **conversation between people who are part of the implementation team**.

In these slides you will find some guiding questions to assist your reflection on the process of implementation. **It is not necessary to answer all the questions, they are just a guide** on the different aspects that you can analyze.

You will find 5 parts:
1. Identify and Analyze the Problem
2. Action plan
3. Implementation
4. Assess Progress
5. Continue to improve
6. Celebration

Download the document or make a copy in Drive format and save it with the name of your center (Example: Implementation_reflection_Escola_Virolai). If you need it, you can add pages to the document, change the format or change the questions. **Please feel free to customise the slides** in whichever way you find it useful, and also add your own photos and visuals, quotes from the participants, video links etc.

Once done, you can delete this slide with the instructions.

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1. Identify and Analyze the Problem

What was the performance problem we were trying to solve? What were the indicators for knowing that the problem existed? What did you prioritize to tackle one or two root causes? How did you do it?

Write your thoughts here, in a brief paragraph.

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2. Action plan

What were the steps you decided to take and why? What goals did you want to improve? Can you describe the Strategy? Did the relevant systems, structures, resources and culture of our organization help you to effectively implement the strategy? What exactly was supportive and what was not? Put down what was the logic of intervention and the strategy steps?

Write your thoughts here, in a brief paragraph.

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3. Implementation

Did you follow the steps you planned? Which changes did you do?
Can you explain if the steps that you followed were been useful? Can you spot which were the best? and in which you have had difficulties?

Write your thoughts here, in a brief paragraph.

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4. Assessing progress

Describe the assessing plan you thought. Which milestones and goals did you set? Which data did you collect? How did you collect it? Did you achieve all of the milestones you set during the implementation planning step? Was this assessment useful for improving the implementation process? Did you solve the initial problem?

Write your thoughts here, in a brief paragraph.

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5. Continue to improve

What are the next steps you will take after assessment? Do you think it's possible modify the implementation to solve other root causes you discarded in the first step?
What are you most proud of when looking back to the process? What did you learn from the process (name three main things)?
What would you do differently next time?
How do you feel? What worries you? What would you need to get where you would like to be?

Write your thoughts here, in brief paragraph.

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6. Celebration

Don't forget your last step! It's important to celebrate connects the doing of a project back to the original idea . How will you celebrate your achievements?

Write your thoughts here, in a brief paragraph.

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