Step 4: Deliver a Pilot

Part 1 – Your Delivery Plan

This worksheet guides you through the key points you need to think about for successful pilot delivery, so you can feel confident about your plans and roles of responsibility and timelines.

In your delivery plan, it helps to know the following:

- **Who** is involved.
- **What** each person needs to do.
- **When and where** they need to do it.
- **Why** they need to record what happens.
- **How** the information they record will be used.

Delivery plan for intervention pilot:	Add the name and brief description of your intervention.

Who will be involved?

Add the people or groups of people who will be involved. Include those receiving as well as delivering the intervention.

A	B	C

What does each person/group need to do?

Task 1. Plan

What?	**What?**	**What?**
Where?	**Where?**	**Where?**
When?	**When?**	**When?**
Why?	**Why?**	**Why?**

Important for evaluation: *

Note down anything that happened differently.

Task 2. Plan

What?	**What?**	**What?**
Where?	**Where?**	**Where?**
When?	**When?**	**When?**
Why?	**Why?**	**Why?**

Important for evaluation: *

Note down anything that happened differently.

Task 3. Plan

What?	What?	What?
Where?	Where?	Where?
When?	When?	When?
Why?	Why?	Why?

Important for evaluation: *

Note down anything that happened differently.

What does each group of people need to record or measure and how will this information be used?

(Note: intervention participants may not be recording anything—which is important information in itself.)

Recording/Measurement

How this will be used

*Sometimes obstacles arise and plans need to change. This is perfectly normal! To evaluate intervention effectiveness, it helps to understand what varied from the original plan and why, as this provides valuable learning.

Great work on completing Worksheet 7.

You're almost ready to deliver your pilot! Just one more action before you do: think about what you want to get out of your pilot and how you will know whether it has been successful. The next worksheet will guide you through this.

Your progress:

