

# DEVELOPING A SPREAD PLAN



A spread plan should be developed for each area because each area can have a different culture and may benefit from the improvements made.

*Refer to Spread Plan Template.*

Steps to Develop a Spread Plan	
Spread Details	<ul style="list-style-type: none"><li>• Identify the project spread sponsor, lead, and team for each area<ul style="list-style-type: none"><li>○ The teams should consist of 1 – 2 people from the pilot project and 3 – 4 from the new location, to ensure consistency in the change</li></ul></li><li>• Implementation timeframe should be between 15-45 days (about 1 and a half months) at most</li></ul>
Readiness Assessment	<ul style="list-style-type: none"><li>• Perform high level assessment on each area prior to making any changes</li><li>• Each area will have its own culture and will require its own spread strategy</li></ul>
Engagement Strategy	<ul style="list-style-type: none"><li>• Strategies are determined by readiness assessment</li><li>• May need to use multiple strategies</li></ul>
Implementation of Changes	<ul style="list-style-type: none"><li>• Determine changes to be implemented and the actions needed to implement those changes</li><li>• Communication is key</li></ul>

It is a good idea to have participants from the location(s) that the pilot will be spread to as participants' or "special guests" on the team.

This is a great way to reduce resistance to implementing the spread plan.