



# Implementation Timeline

## SAMPLE PROGRAM SCHEDULE AND CHECKLIST

The following timeline provides guidance in planning and implementing your *Peer Up!* program. It can be easily adapted to fit individual facility needs, depending on the specific structure of the program.

PRE-PROGRAM LAUNCH		
TASKS	PERSON/PEOPLE RESPONSIBLE	STATUS
<b>8 Weeks Out</b>		
Review toolkit and identify program manager.		
Estimate resources needed, approach leadership team, and hold briefings to obtain their buy-in and commitment of resources.		
Brief staff and recruit volunteers for planning committee.		
Assemble planning committee, schedule and hold planning meeting to: <ul style="list-style-type: none"> <li>• Set goals and objectives</li> <li>• Determine timing and schedule</li> <li>• Secure resources</li> <li>• Make staff assignments</li> </ul>		
If planning to evaluate the program, identify and meet with an evaluator to develop an evaluation plan. The evaluator can help you use the most appropriate tools from this toolkit to evaluate if <i>Peer Up!</i> is meeting your goals.		

<b>6 Weeks Out</b>		
Recruit mentors and mentees.		
Tailor materials in the toolkit.		
Create implementation schedule.		
Brief staff about program details and roles.		
Secure desired give-aways.		
Print and distribute promotional materials (e.g., set up <i>Peer Up!</i> program bulletin board, post flyers throughout facility, post announcements through your digital media outlets).		
Schedule weekly program-team meetings or add check-in to regular staff meetings.		
Follow up individually with team members to ensure they understand assignments and to check on progress.		
Begin considering kick-off event logistics.		
Answer questions from patients and distribute applications.		
<b>4 Weeks Out</b>		
Continue to brief staff.		
Review mentor training and determine who will deliver which parts of the training.		
Identify someone to conduct the mentor training or review the training to determine who among staff can co-facilitate with you.		
Meet with the trainer(s) to review and adapt the training.		
Determine the best times to offer mentor training based on mentors' availability and schedules. (Depending on the number of mentors, you may need to schedule multiple sessions.)		
Identify who will present the program at the kick-off mixer(s); begin crafting key messaging/talking points for that event.		
Schedule kick-off mixer(s); reserve conference room or other space; begin to secure give-away items (e.g., T-shirts, bags).		

<b>2 Weeks Out</b>		
Review applications and identify mentors and mentees.		
Send acceptance letters to participants.		
Meet individually with patients who are not eligible to participate in the program.		
Print the <i>Guide for Mentors</i> and assemble other educational materials.		
Confirm the training schedule and contact mentors to ensure they will attend and to arrange transportation.		
Ensure that the trainer is reviewing training materials, copying handouts, and arranging the training room.		
Hold the mentor training.		
Match mentors and mentees.		
Finalize and share key messaging/talking points about the program with the person presenting an overview at the launch event.		
<b>1 Week Out</b>		
Finalize the mixer logistics/details: schedule kick-off mixer(s) during times that work for both the mentors and mentees; plan for renal-friendly snacks; and invite all participants. (Ideally, this time serves as the first meeting for each mentee/mentor pair.)		
Brief all staff on launch roles; touch base with person presenting program overview at the launch.		
Delineate consultation room/space for <i>Peer Up!</i> program and place drop box for Contact Logs, if using.		

## PROGRAM IMPLEMENTATION (16 WEEKS)

Hold the kick-off social mixer(s).		
Collect confidentiality agreements and surveys (if conducting program evaluation).		
Meet with mentors and mentees every other week to check in on how the pairs are doing.		
Check the mentor/mentee–consultation area every week to replenish handouts and ensure the area is tidy. Encourage floor staff to check in with participants, periodically, as well.		
Post program updates in a visible location for staff and patients (e.g., contest updates, upcoming program deadlines, photos of mentors/mentees).		
Hold mentor booster training at program mid-point.		
Collect Contact Logs and/or encourage program participants to place them in the designated location (if using to evaluate or track meetings).		
Hold celebration mixer(s) and collect final surveys (if conducting program evaluation).		

## PROGRAM WRAP-UP

Hold staff meeting debrief on program experience.		
Analyze all evaluation forms and write summary.		
Share evaluation results with leadership, staff, and participants.		