

## STEP UP ACTIVITY SHEETS

# Thank you for using Step Up

Step Up is a method for making better decisions about health innovation and service development.

This document contains seven activity sheets, as shown in the overview to the right.

Use the activity sheets to document the value of making a change, gain traction for good solutions, and involve the right people.

The activity sheets work best as engaging workshops with users, colleagues or a project group.

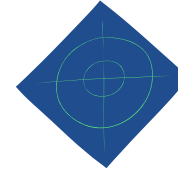
Print them out on A3 paper, and you're ready to go. Good luck!



## A SOLID FOUNDATION

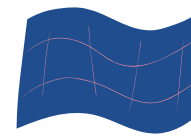
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To solve the right problem



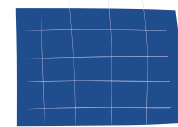
### Impact analysis

Describe impact across four different domains, and estimate the impact of solving your challenge.



### Service journey

Use the visual overview to see problems in the existing service, and to discuss where to focus.



### Knowledge review

Gather relevant knowledge about the challenge by conducting interviews and reading relevant literature.

## A VALUABLE SOLUTION

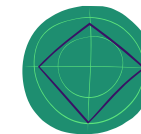
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To make the right choice from many opportunities



### Impact comparison

Use the visual comparison to choose a solution with the most potential.



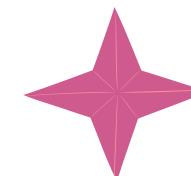
### Benefit planning

Identify the most important benefits of your solution, and plan data collection.

## A SHARED ROADMAP

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To stand united from start to finish



### Vision and the big picture

Use the vision to get an overview of the most important parts needed to implement the solution.



### Implementation plan

Use milestones to plan implementation. Select and plan a part of the work, and combine several sheets if necessary.

# Impact analysis

Describe impact across four different domains, and estimate the impact of solving your challenge.

**1** What is the value of solving your challenge?  
Describe the potential impact for each of the four domains.

**Impact on the user**

*For patients, next of kin, and staff*

**The clinical impact**

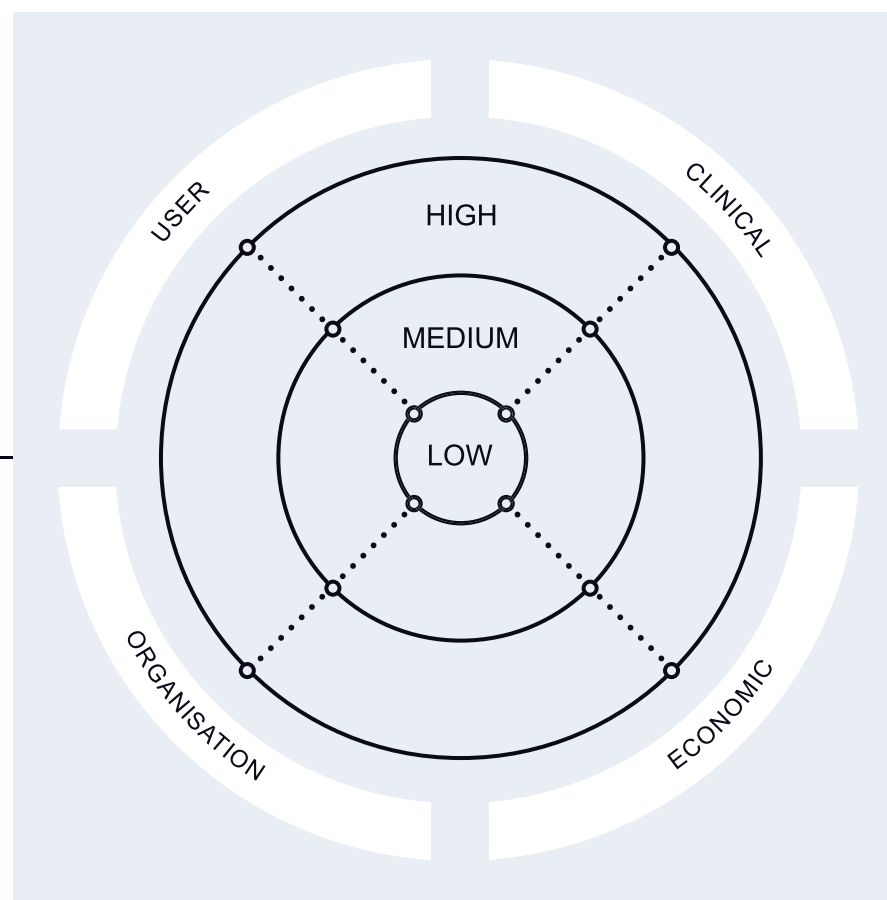
*Health benefits or risks*

Challenge:

People present:

Date:

**2** Estimate the impact for each domain.  
Connect the dots to visualise overall impact.



**Impact on the organisation**

*For sections and departments*

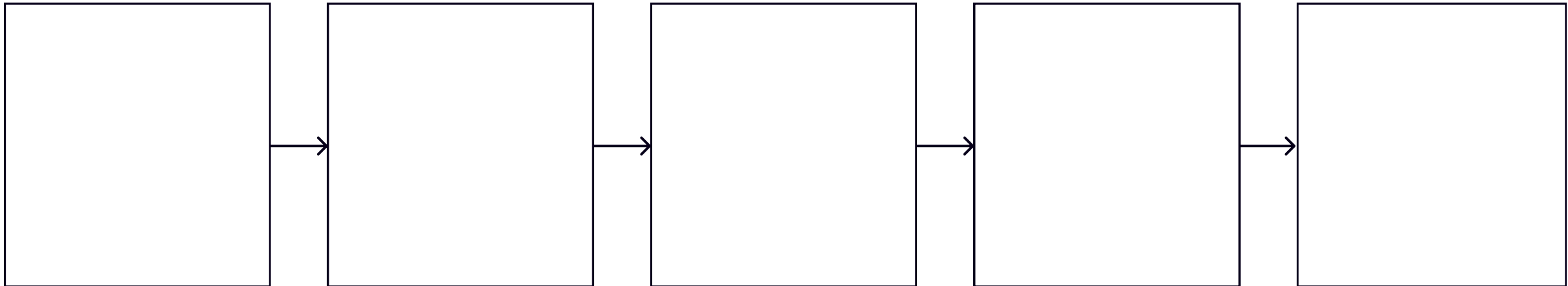
**The economic impact**

*For health services and society*

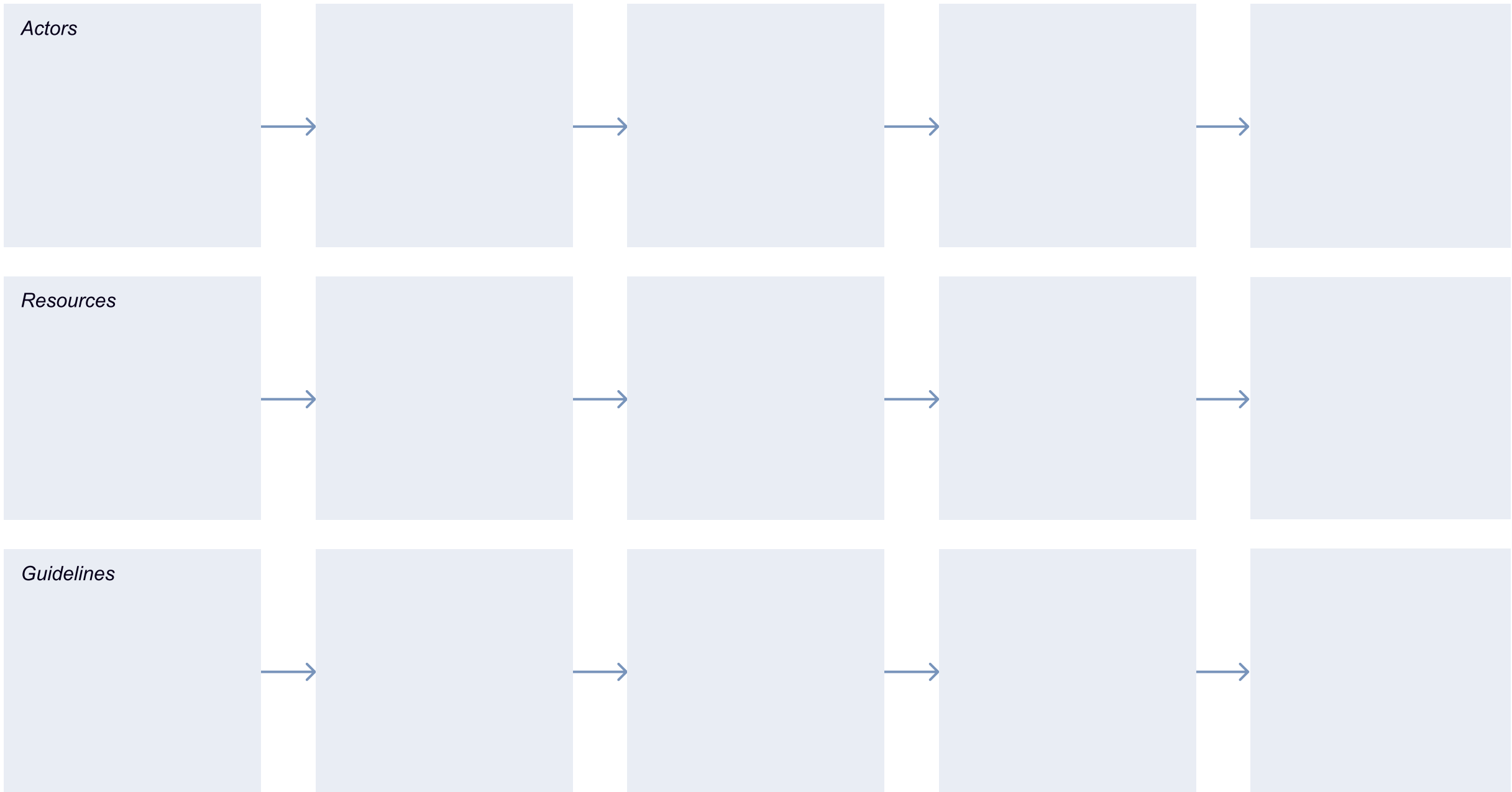
# Service journey

Use the visual overview to see problems in the existing service, and to discuss where to focus.

**1** Describe the most important steps in the service journey for a patient, employee or other main user.



**2** Note down the relevant actors, resources and guidelines, and discuss how they support and influence the service.



Challenge:

People present:

Date:

# Knowledge review

Gather relevant knowledge about the challenge by conducting interviews and reading relevant literature.

**1** What do you need to know about your challenge, for each of the four domains?



*Use the questions as part of an interview guide when you talk to people and read research literature.*

User	Clinical	Organisation	Economic

**2** Findings from interviews with patients and experts, and from reading relevant literature.

**3** What have you learnt? How has new knowledge given you a better understanding of the challenge? What have others done before to solve similar challenges?

Challenge:

People present:

Date:

# Impact comparison

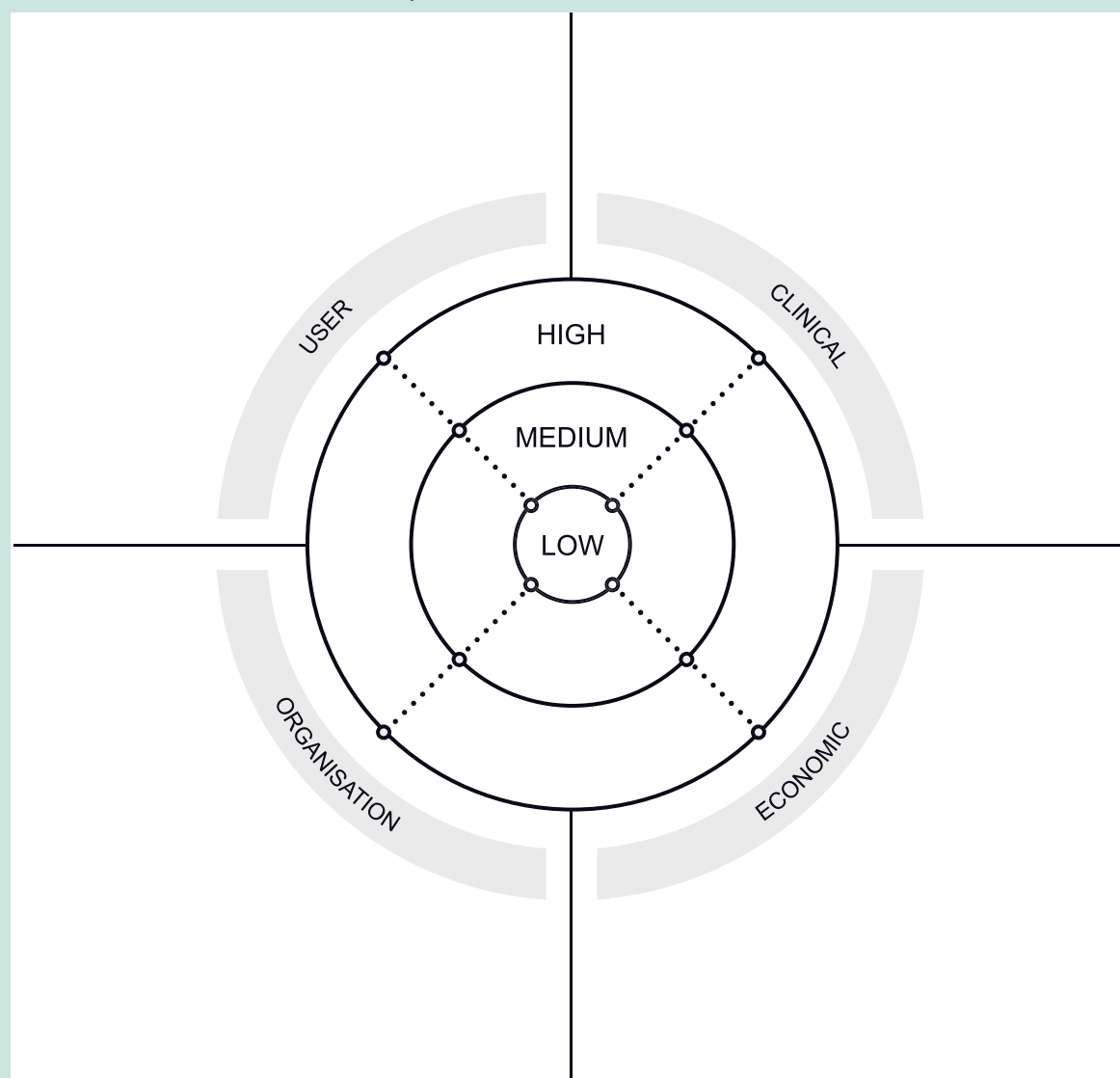
Use the visual comparison to choose a solution with the most potential.

**1** Outline two potential solutions to the challenge.

## Potential solution A

*Describe the solution*

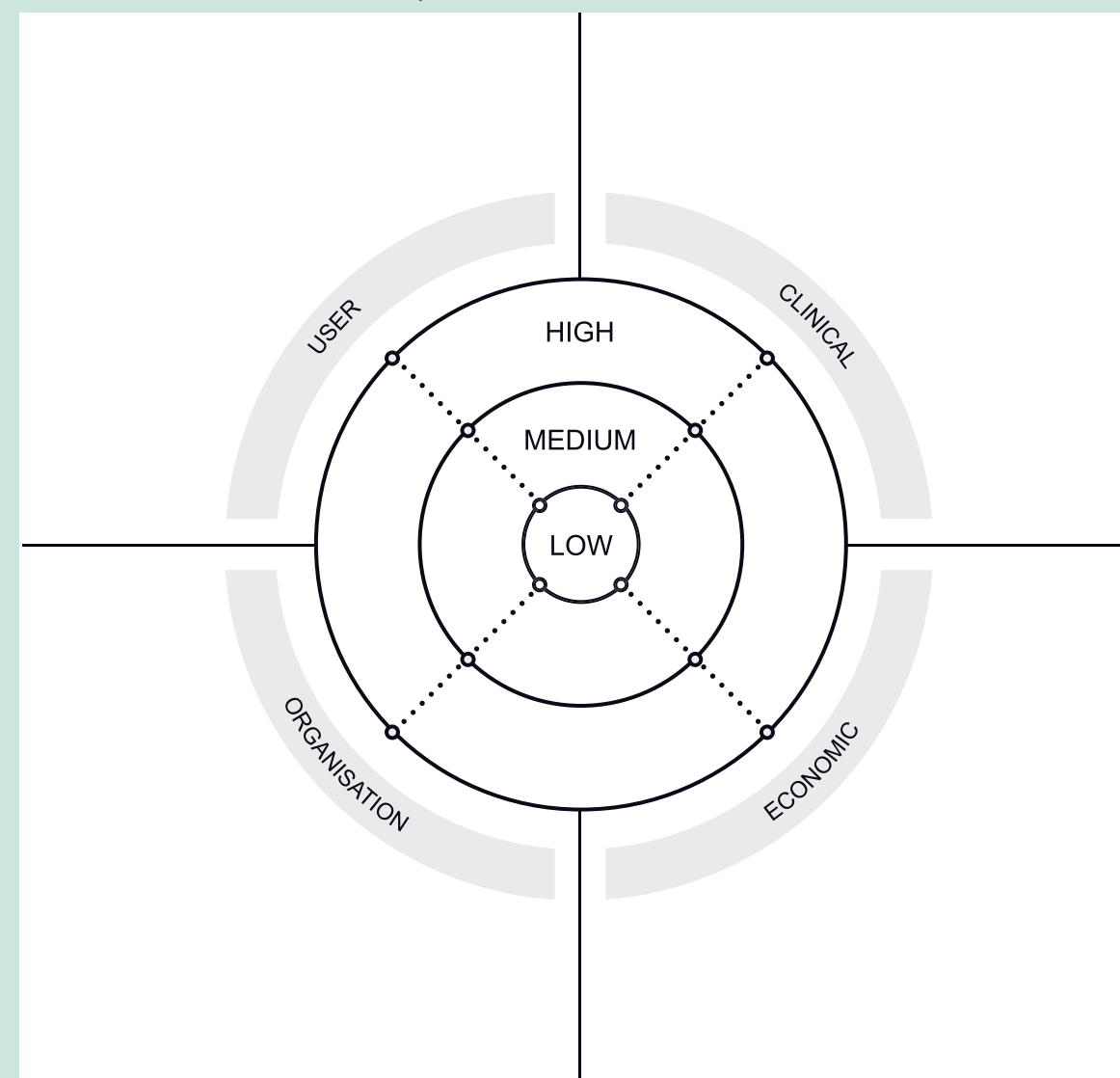
*Describe and estimate the impact*



## Potential solution B

*Describe the solution*

*Describe and estimate the impact*



**2** Put a cross in the circle for the potential solution you would like to take forward.



Challenge:

People present:

Date:

# Benefit planning

Identify the most important benefits of your solution, and plan data collection.

Your challenge and chosen solution:

People present:

Date:

## 1 Describe the immediate and core benefits of your solution.

*i* Immediate benefits are easy to achieve and quick to measure. Core benefits are the most important effects of the innovation.

	User	Clinical	Organisation	Economic
Immediate benefits				
Core benefits				

## 2 Select two benefits and plan data collection.

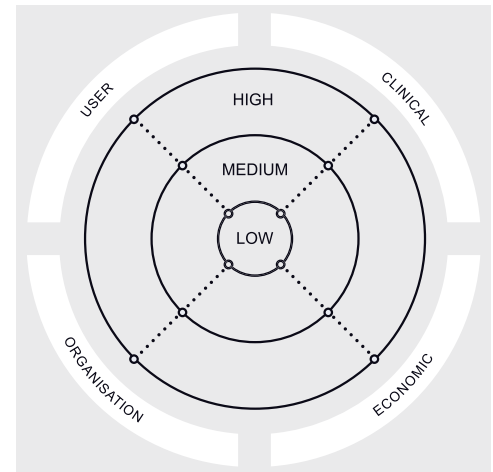
	How to measure?	Data to collect?	When will data be available?
<i>Describe your chosen immediate benefit:</i>			
<i>Describe your chosen core benefit:</i>			

# Vision and the big picture

Use the vision to get an overview of the most important parts needed to implement the solution.

**1** Describe the current state and your desired future.  
Draw a simple impact analysis for the project.

<i>Which challenge will the solution improve?</i>	<i>What is your vision for the future?</i>	<i>When will you reach it (year)?</i>
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Give your project a name:

**2** Use the boxes below for open brainstorming. What can you do to achieve the vision, and who should be involved?

*Activities*

*People and roles*

People present:

**3** Sort the most important activities. What can you already start with tomorrow, and what should wait until later?

<i>Short term</i>	<i>Medium term</i>	<i>Long term</i>
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Date:

# Implementation plan

Use milestones to plan implementation. Select and plan a part of the work, and combine several sheets if necessary.

**1** Describe key milestones with associated activities and responsibilities. Discuss uncertainties/barriers and gains.

*i* Think of a milestone as a completed, important step in the project. The work to reach the milestones can happen simultaneously or sequentially.

Project:

People present:

Date:

	<i>Describe milestone:</i>	<i>Describe milestone:</i>	<i>Describe milestone:</i>	<i>Describe milestone:</i>
<i>Activities, and who is responsible</i>				
<i>Uncertainties and barriers</i>				
<i>Gains achieved</i>				