**Running a Pilot in Your Organization**

**Name it:** clearly state the problem or inquiry. What happened? What is challenging? What are the undesired results? What isn’t working?

**Flip it:** turn the issue/challenge into a positive opposite. State what you want to happen and the ideal results.

**Frame it:** What positive impact will this positive opposite have? How will things look different when the ideal result is achieved?

**For the problem you want to create a pilot for:**

Name it:

Flip it:

Frame it:

**Design the Pilot Program**

Describe the plan for your pilot program:

1. What is your hypothesis for the pilot? If it helps you can write it as an “If....then” statement: If we do \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ then \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will happen.
2. What are you going to do?
   1. Who will be involved? What will each person do during the pilot?
   2. What result is the pilot hoping to achieve? (give as much detail as possible)
   3. When will you start?
   4. Where will the pilot take place?
   5. How will the pilot achieve the ideal result (give as much detail as possible)
   6. What resources will you need?
   7. Outside of the people directly involved who do you need support from?
   8. If it is helpful explain how the pilot is different from the way this is currently done.
3. What is the goal for the pilot program?
4. How will you measure if you have achieved this goal?
5. How will you check on the progress of the pilot program while it is happening?
6. How long will you run the pilot program before seeing if your hypothesis was correct and your goal achieved?

**Debriefing your Pilot Program**

Gather everyone involved in the pilot and everyone impacted by the pilot and answer these questions:

1. Provide a summary of what happened with as much detail as possible.
   1. What were the measured results of the pilot program?
   2. Was the hypothesis proven or disproved?
   3. Did we achieve our goal?
   4. Did we achieve the ideal result?
2. If you were successful, use the following questions (starting at #4) to see if there are further improvements to make.
3. If you didn’t achieve your goal and ideal result ask:
   1. Are the results positive enough that we want to try a new pilot program?
   2. If the answer is “yes” use the following questions (starting at #4) to make changes to your pilot program before trying again.
4. What would you like to happen differently?
5. What could we do differently next time to better achieve the ideal result? Think about:
   1. What strengths could we use?
   2. What actions could we take?
   3. What systems need to be added or changed?
   4. What resources are needed?
   5. What communication additions or changes could we make?
   6. Is there anything else we can do to achieve the ideal result next time?
   7. What impact would this new way of doing things, and the ideal result have on our organization?
   8. What are our next steps in moving forward with this?
6. If your pilot was successful, make any changes you have decided and continue running things the new way.
7. If your pilot wasn’t successful, but you are going to try again, return to “Design the Pilot Program” and answer the questions to set up your new pilot.