STEP 4: IMPLEMENTING THE PROGRAMME

Before You Purchase Checklist	Yes	No
Have you clarified approximate start-up costs, annual running costs plus any annual cost savings for the programme?		
Have you demonstrated a clear need and demand for a TeleHealth programme in your community?		
Have you determined the potential financial impact (positive or negative) on your organisation?		
Do you have a champion for the programme in your organisation and, if applicable, in the community which the programme serves?		
Have you gained the support of the team/person responsible for IT in your organisation?		
Are you or your IT team clear on the specifications of the equipment required?		
Have you addressed any IT challenges that could threaten the programme's success?		
Have you gained the support of all of the employees who will use the programme?		
Is there a plan for managing the administrative side of the programme – location for equipment, scheduling, assembling notes etc?		
Is there a budget dedicated to this project?		
Do you have a training plan in place for once the equipment is set up?		
Do you have a clear plan for how you will promote the programme?		
Have you allocated the responsibilities for the programme rollout to the appropriate staff members/teams?		