



# Knowledge Translation Plan Template



Knowledge Exchange  
Zone Integration, Clinical Standards  
Addiction and Mental Health  
Primary and Community Care  
Alberta Health Services

# Project Team

## *PROJECT MANAGER*

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## *CITATION*

For citation purposes, please use the following format:

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For more information about this report, contact Knowledge Exchange, Zone Integration, Clinical Standards, Addiction and Mental Health, Primary and Community Care, Alberta Health Services at [researchpartnership@albertahealthservices.ca](mailto:researchpartnership@albertahealthservices.ca).

# Template

## INTRODUCTION

### Research Project

Describe the research project, including background information, terminology (key terms used), objectives, methods, results, discussion and conclusion.

*Insert content here.*

### Knowledge Translation

Define knowledge translation as it applies to your project. The literature can provide examples..

*Insert content here.*

## PRINCIPLES OF KNOWLEDGE TRANSLATION

State the basic principles of knowledge translation (e.g. messages must be tailored to suit the specific user audience, use of multiple dissemination channels and formats).

*Insert content here.*

## FACTORS CONSIDERED IN DEVELOPING THE PLAN

Describe what conditions were taken into account for the plan (e.g. identify target users, pre-test suitability of content, etc.)

*Insert content here.*

## GOALS OF THE KNOWLEDGE TRANSLATION PLAN

Describe the primary purpose of knowledge translation for the research project and why it is necessary.

*Insert content here.*

## OBJECTIVES OF THE KNOWLEDGE TRANSLATION PLAN

Outline the specific objectives of the knowledge translation plan.

*Insert content here.*

## TARGET AUDIENCES

List all of the target audiences for the knowledge translation plan.

*Insert content here.*

## INFORMATION TO BE DISSEMINATED

Outline the information to be disseminated to each of the target audiences.

*Insert content here.*

## KNOWLEDGE TRANSLATION METHODS

### General Knowledge Translation Methods

Describe the general knowledge translation methods for the research project (e.g. websites, webinars, meetings, etc.)

*Insert content here.*

### **Project- Phase/Audience-Based Knowledge Translation Methods**

Outline the knowledge translation methods to be used in the specific phases/for specific audiences of the research project.

*Insert content here.*

## **ASSUMPTIONS**

Identify any assumptions that exist in the knowledge translation plan (e.g. resources required, such as fiscal or human resources)

*Insert content here.*

## **FACILITATORS AND BARRIERS**

### **Facilitators**

List any facilitators for the knowledge translation plan (e.g. champions, organizational support, etc.)

*Insert content here.*

### **Barriers**

List any barriers to the knowledge translation plan (e.g. organizational priorities, user buy-in, etc.)

*Insert content here.*

## **EVALUATION**

Outline how success of the various knowledge translation activities will be evaluated.

*Insert content here.*

## **CONCLUSION**

Provide a conclusion summarizing the knowledge translation plan and the importance of effective knowledge translation in relation to the research project.

*Insert content here.*

## **REFERENCES**

Insert any references for the knowledge translation plan.

*Insert content here.*

## **APPENDICES**

Complete and attach the knowledge exchange menu (*Appendix A*) and time chart (*Appendix B*).

# Appendix A: Knowledge Exchange Menu

Exchanging information or “knowledge” is important at *all* stages of your project. This *Menu* helps you create your own knowledge exchange plans.

**Instructions:** Connect the Dots! Select an item from each column and connect your choice with a line for: ❶ project stage, ❶ purpose for exchange, ❷ type of information, ❸ from or to whom, ❹ by what method, ❺ what product is generated in the process, and then ❻ assign a number to this plan. Record on the accompanying Knowledge Exchange Plan and Knowledge Exchange Timechart. Repeat ❶ to ❻ as many times as possible, for each stage of your project.

WHEN	PURPOSE	TYPE OF INFO	AUDIENCE	HOW <sup>1</sup>	PRODUCT	PLAN#
❶ Prior to / Start of project ❶ Middle of project ❶ End of project	❶ Gather ❶ Generate ❶ Inform ❶ Other _____	❷ Input ❷ Personal experiences ❷ Awareness of project ❷ Preliminary results ❷ Findings ❷ Practices or behavioural changes ❷ Implications of study – Application to organizational setting – Changes to health care practices – Policy – Future research ❷ Lessons learned ❷ Feedback	<b>Work</b> ❸ Executives ❸ Staff / Colleagues / Co-workers ❸ Physicians ❸ Pharmacists ❸ Nurses ❸ Service providers ❸ Support workers ❸ Volunteers ❸ Other _____	<b>Most Effective</b> ❹ Interactive small group (e.g., meeting, focus group, interview) ❹ Educational outreach (e.g., workshop, in-service) ❹ Multi-professional collaboration ❹ Media campaign ❹ Incentives to participate (e.g., food coupons, transportation, money)	<b>Audio-Visual</b> ❺ PowerPoint presentation / handout ❺ Video (e.g., movie, DVD, YouTube, webstream) ❺ Audio recording (e.g., of meeting, storytelling or reading, music) ❺ Photographs (e.g., collage, book, cards, slideshow) ❺ Web (e.g., websites, wikis, podcast, blogs, chatroom, virtual library)	❻ _____ _____ _____ _____ _____
<b>Also consider:</b> <ul style="list-style-type: none"> <li>Resources (budget, staff, time)</li> <li>Barriers and facilitators to sharing information</li> <li>Feedback and evaluation (effectiveness, progress, impact)</li> <li>Adapting language for audience (less jargon, common)</li> </ul>			<b>Academia</b> ❸ Researchers ❸ Students	<b>Mixed Effectiveness</b> ❹ Conferences, courses ❹ Opinion leaders / champions ❹ Educational materials ❹ Performance feedback ❹ Peer-reviewed publication	<b>Written</b> ❺ Meeting notes (e.g., minutes, record of decisions) ❺ Summary (e.g., executive summary, briefing) ❺ Report ❺ Academic article (e.g., journal, abstract, poster) ❺ Media campaign (e.g., news release, brochure, pamphlet, newsletter)	_____
			<b>Public / Organizations</b> ❸ Clients ❸ Family ❸ Public ❸ Community-based and not-for-profit organizations ❸ Industry / Private sector ❸ Media	<b>Other</b> ❹ Press release ❹ Arts based (e.g. theatre, digital story telling) ❹ Web-based activities (e.g., website, podcast, chatroom, Telehealth)	<b>Other</b> _____	
			<b>Funders / Decision Makers</b> ❸ Funders ❸ Decision / Policy makers ❸ Other _____	❹ Networks ❹ Communities of practice ❹ Survey (e.g., paper, web)		

Adapted from Barwick, M. 2008. Knowledge translation planning template. Hospital for Sick Children, Toronto version 06-23-2010  
[www.melaniebarwick.com/document/Scientist\\_Knowledge\\_Translation\\_Plan\\_Template\\_June2010.pdf](http://www.melaniebarwick.com/document/Scientist_Knowledge_Translation_Plan_Template_June2010.pdf) accessed 11-05-2010

# Appendix B: Knowledge Exchange Timechart

This *Timechart* helps you schedule your knowledge exchange plans. Please complete the timechart based on your requirements.

*Instructions:* Summarize your knowledge exchange plans in the Details column. If needed, divide plans into smaller tasks. Enter the timeframe in Months row. For each row containing a plan or task, shade squares according to how long you estimate it will take. Be sure to add extra time to

KNOWLEDGE EXCHANGE PLAN		TIMELINE																															
		Month																															
		Week #	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4			
#	Details																																
1	e.g., Gather background info from colleagues via small group meetings where summary notes are taken																																
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	
8																																	

For more resources see Knowledge Translation Planning Tools for Addiction and Mental Health Researchers ([www.mentalhealthresearch.ca](http://www.mentalhealthresearch.ca)) or contact us at [researchpartnership@albertahealthservices.ca](mailto:researchpartnership@albertahealthservices.ca)