

## SAMPLE 3MV IMPLEMENTATION PLANNING TOOL

The sample 3MV Implementation Planning Tool is divided into steps. Table 1 presents the preparation steps, Table 2 provides the implementation steps, Table 3 provides the maintenance steps, and Table 4 outlines the evaluation steps.

**Table 1. Planning and Preliminary Steps**

Step	Capacity and Knowledge Needed	Person(s) Responsible	Timeline	Notes
Identify population of black men who have sex with men (MSM) to target	Knowledge of black MSM population; support from stakeholders; skills to conduct formative evaluation	Program staff	Month 1	
Begin developing relevant community relationships	Knowledge of local HIV programs, gatekeepers from black MSM community	Project coordinator	Month 1	
Estimate number of black MSM you can target with 3MV on the basis of available resources	Resources, funding, staff to target specific network size	Project coordinator	Month 1	
Recruit, hire, and train facilitators and other program staff, as needed	Knowledge of staff requirements, recruitment resources	Project coordinator	Month 1	
Develop an implementation plan and program objectives that are consistent with overall 3MV intervention; develop objectives that are SMART	Knowledge of SMART objectives, 3MV intervention activities, core elements	Program staff	Month 2	
Develop policy and procedures for your agency	Knowledge of local and national guidelines, laws; funder requirements; 3MV activities	Project coordinator	Month 2	
Develop a monitoring and evaluation (M&E) plan	Knowledge of M&E, 3MV activities	Program staff	Month 2	

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Table 1. Planning and Preliminary Steps (continued)

Step	Capacity and Knowledge Needed	Person(s) Responsible	Timeline	Notes
Ensure facilitators are trained and have practiced facilitating intervention sessions	Knowledge of and training on 3MV intervention, group facilitation; STD overview for nonclinicians	Project coordinator; intervention facilitators	Month 2	
Identify potential venues for delivering intervention activities	Knowledge of appropriate venues in local area; intervention space requirements	Program staff	Month 3	
Select appropriate venue	Information on available venues; intervention space requirements	Project coordinator	2 months before implementation phase	
Develop 3MV marketing materials	Knowledge of target black MSM community and their interests, language, terminology; ability to conduct focus groups	Project coordinator	2 months before first cycle of 3MV intervention	
Develop plan and schedule for intervention sessions	Knowledge of number of intervention cycles to conduct; knowledge of convenient times, locations, availability of venues	Project coordinator	1 month before implementation phase	
Identify and secure intervention space	Knowledge of 3MV intervention space requirements; maximum number of participants per session; convenient times, locations for participants; funding	Project coordinator	1 month before implementation phase	
Adapt 3MV intervention materials, as needed	Data collected from any preimplementation assessment activities on target population of black MSM; intervention intent; internal logic	Program staff	3 to 6 months before implementation phase	

Table 2. Implementation Steps

Step	Capacity and Knowledge Needed	Person(s) Responsible	Timeline	Notes
Conduct 3MV intervention sessions	Knowledge of 3MV intervention sessions; trained facilitators; space, staff, intervention materials	Intervention facilitators	After completion of preimplementation phase	

Table 3. Maintenance Steps

Step	Capacity and Knowledge Needed	Person(s) Responsible	Timeline	Notes
Recruit successive cycles of participants	Knowledge of potential participants, number of participants needed; recruitment skills	Program staff	After completion of first cycle of 3MV intervention	

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Table 4. Evaluation Steps

Step	Capacity and Knowledge Needed	Person(s) Responsible	Timeline	Notes
Determine which level of M&E you can conduct (formative evaluation, process monitoring, process evaluation, outcome monitoring)	Knowledge of agency resources, time; knowledge of M&E concepts; knowledge of evaluation forms required by funding agency, desired by implementing agency; knowledge of purposes of evaluation process	Project coordinator	As you develop your M&E plan	
Conduct process M&E; collect data	Knowledge of process M&E methods, process evaluation forms, 3MV core elements	Program staff	During preimplementation, implementation, maintenance phases	
Conduct quality assurance assessment of intervention sessions; collect data	Knowledge of quality assurance methods, facilitator fidelity/process form	Project coordinator	After every four opinion leader trainings	
If resources allow, conduct outcome monitoring of 3MV; collect data	Knowledge of outcome monitoring methods, data collection forms	Program staff	At least 6 months after all opinion leaders have been trained	
Analyze collected data	Knowledge of analysis techniques	Program staff	Quarterly	
Review evaluation data and identify intervention areas and activities for improvement	Knowledge of intervention objectives, core elements	Program staff	Quarterly	
Report findings to stakeholders, staff, and funders	Skills to summarize, report data	Project coordinator	At least once every 6 months	