

Action Planning Step 1: *Moving the System Forward*

Purpose of this activity

To assist your team to articulate action steps necessary to carry out high priorities identified in the self-assessment process including what will be accomplished, by when and by whom, expected outcomes, potential roadblocks and how to address them, and what success looks like. This form can then be used to track progress on the activities that were initially outlined.

To Do List

- Identify the self assessment form top priorities (those marked as “A” priority).
- Determine activities to complete each key priority.
- Determine who will take the lead on this activity.
- Determine who else needs to be involved.
- Determine the expected outcome.
- Determine any potential roadblocks and how to address them.
- Determine what success would look like for this activity.
- Use this form at each team meeting to update progress on each activity and to establish additional activities as needed.

Moving the System Forward Action Planning Form

Priority Objectives <i>What We Will Do</i>	Activities <i>How We Will Do It</i>	Lead <i>Lead/ Others?</i>	Due Date	Expected Outcome <i>What is the Result?</i>	Potential Roadblocks/ How to Address	What Success Looks Like	Progress & Adjustments <i>Accomplishments /Date</i>

- Continue working through the ‘to do’ list as time permits....
- When/how will you finish any planning that remains?