Strategic Planning Action Teams

Meeting 6
# The Stages of Action Planning

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Tactic

• Type Tactic Here
Reminder: Criteria for Good Specific Result Statements

- It describes an achievement which is measurable, observable or demonstrable.
- It is accomplished in a year or less.
- It is assignable to one person for implementation, provided that the person has the resources (human, financial) to accomplish the end result.
- It is NOT a “plan to plan.”
- The statement should “stand by itself” to an ordinary person and not be dependent on the Action Steps to be understood.
- The contribution to the mission is worth the time, effort and resources necessary to implement the result (that is, the benefits outweigh the costs).
- The statement begins with an action verb (no double verbs).
Sample Specific Results:
Which are correctly written? Why or why not?

1. Prepare an alternative funding formula for state representatives to advance during the next session.
2. Serve all students with special needs in included programs to every extent possible.
3. Train teachers with included students in co-teaching methods.
4. Renovate all buildings to bring them up to modern standards.
5. Research the possibility of full-day kindergarten.
Final Drafts: Specific Results

As a team...

- Read the Tactic!
- Post your specific result statements
  - Read all Result Statements
  - Revise/finalize statements
- Make sure all meet the criteria
  - Begins with a strong verb
  - Stands alone (doesn’t need supporting script to understand it)
  - Doable in 1 year
  - Measurable, demonstrable, observable
Result Statements: Last Questions!

1. Is each specific result necessary to implement the strategy?

2. Is the set of specific results sufficient to ensure the strategy will be fully implemented as intended?
Action Plans

• An Action Plan is the set of steps necessary to fulfill a result statement.

• We will develop an Action Plan for each result statement.
Action Plans…

• Provide explicit directions for action
• Describe what is required to realize results
  ✓ Specific tasks or activities
  ✓ Separately-assignable
  ✓ Latitude for on-time, on-site decisions
    *understand that not all plans will be implemented right away (within 3 years)
  ✓ Cost & benefit analysis (we are not doing this piece today, but keep it in mind…plans will not be approved if the costs out weight the benefits)
Writing Action Plans

Mechanics

• Write one plan for each specific result
• Identify necessary steps
  *Time, effort, money, thought, etc.*
• Develop a sequence

*Due dates and responsibility come later*
Implementation

**Time horizon**

For the entire set of plans
(for all result statements): 3 years

For each individual action plan:
(for one result statement): 1 year
Action Plans for Result Statement #1

As a group, write the Action Plan for one of your result statements.

- Brainstorm all the steps necessary to achieve the stated result
- Arrange the steps in sequential order
Action Plans
for Result Statement #1

✓ Check…

1. Do the steps provide adequate direction? (they are not too broad or vague)

2. Are the steps overly prescriptive? (Do they give implementation enough direction to accomplish the specific result but are not so specific as to remove all professional judgment from the task.)
Action Plans

- If time allows, break into groups to write the rest of the action plans. (1 result statement per individual or group)

- If not, homework is to develop a draft action plan for your assigned result statement. (Plans will be shared & finalized at meeting #7)
Next week’s plan

• Finalize Action Plans

• Begin Cost Benefit Analysis