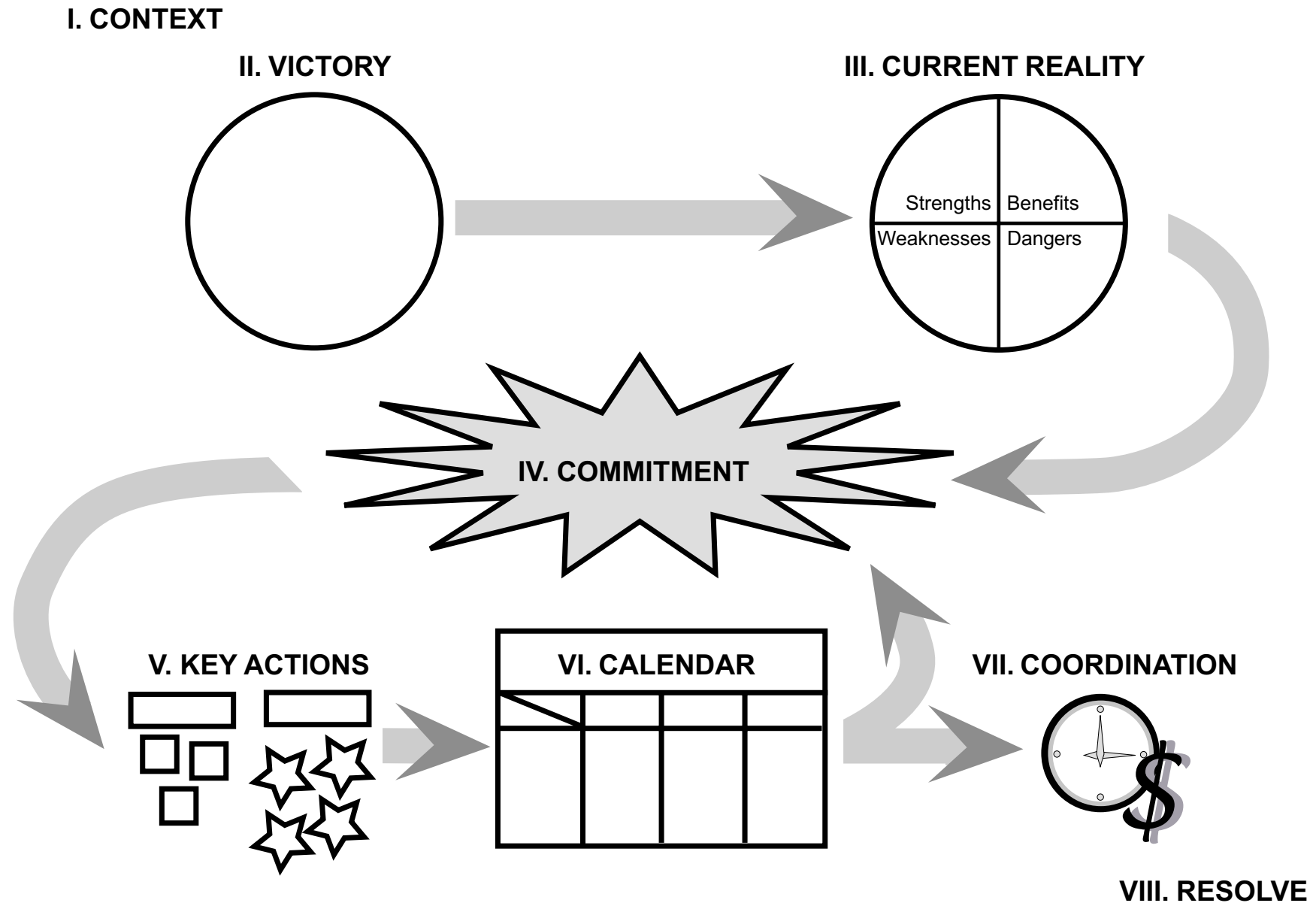
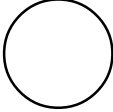
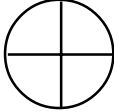

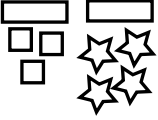
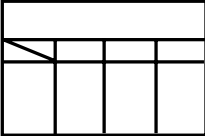



Action Planning Process Structure ~ 8 Critical Parts



Action Planning Process Overview

		RATIONAL AIM: To develop a coordinated project workplan.			EXPERIENTIAL AIM: To feel ownership and responsibility to implement the plan.		
I. CONTEXT <i>Review the Givens</i> 1. Introduce the planning activity. 2. Review background and previously made decisions. 3. Briefly outline the time-frame for this meeting and the 8 critical parts of the Action Planning Process.	II. VICTORY  <i>Envision the Future</i> 4. Ask the group to imagine the day after completion. What do you see/feel/hear? (You can do a visualization.) Put responses inside a large circle drawn on flip chart paper.	III. CURRENT REALITY  <i>Acknowledge the Situation</i> 5. List the strengths and weaknesses of the team. 6. Talk through potential benefits and dangers that would result from succeeding with this action plan. Make notes on a flip chart and post.	IV. COMMITMENT  <i>Ensure Commitment</i> 7. Develop a clear, compelling, and concise statement or list of components that everyone is committed to. Write on a flip chart and post.	V. KEY ACTIONS  <i>Identify the Tasks</i> 8. Brainstorm actions that will accomplish the task. 9. Cluster actions by those that could be done by the same subgroup or task force. 10. Divide into self-selected subgroups to finalize actions.	VI. CALENDAR  <i>Establish Timeframes</i> 11. Each subgroup plans its activities and puts their actions on cards 12. Each subgroup places its cards on a large calendar and reports its plan to the whole group.	VII. COORDINATION  <i>Finalize Details</i> 13. The large group adjusts the calendar to reflect the coordination required among the subgroups. 14. The whole group decides on details of coordinating leadership, budget, and follow through mechanisms.	VIII. RESOLVE <i>Affirm & Celebrate</i> 15. Facilitate a celebrative Focused Conversation to confirm the group resolve. 16. Create a catchy title, campaign slogan, or visual image of the task . 17. Decide next steps.