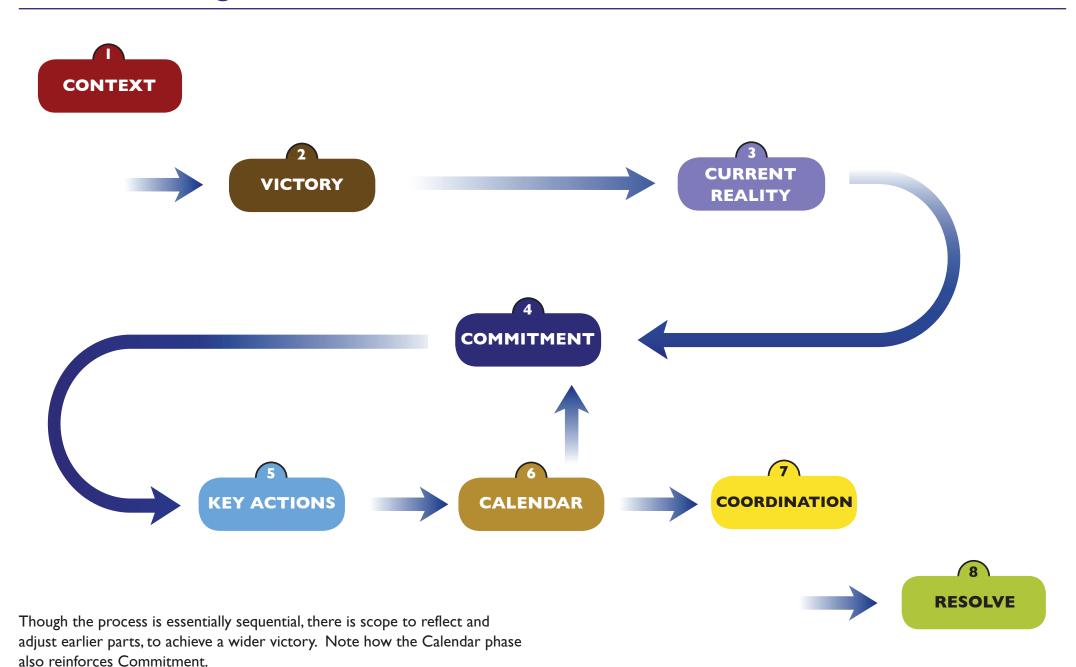
# Action Planning Process Structure - Flow chart



### Action Planning Process Overview - Eight Critical Parts



**RATIONAL AIM:** To develop a coordinated project workplan.

**EXPERIENTIAL AIM:** To feel ownership and responsibility for implementing the plan.

#### CONTEXT

### Review the givens

- I. Introduce the Planning Activity.
- 2. Review background and previously made decisions (givens).
- 3. Briefly outline the time frame for this meeting and the eight critical parts of the Action Plan process.

### VICTORY

## Envisage the Future

- 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.

### CURRENT REALITY

# Analyse the situation

- 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.

### COMMITMENT

### Ensure Commitment

7. Develop a clear, compelling, and concise statement or list of components that everyone is committed to.
Write on a flip chart and post.

### **KEY ACTIONS**

#### Identify the Tasks

- 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.

#### **CALENDAR**

#### Establish Timeframes

- 11. Each subgroup plans its activities and puts their actions on cards.
- places its cards on a large calendar and reports its plan to the whole group.

12. Each subgroup

### COORDINATION

#### Finalise Details

- 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.

### **RESOLVE**

### Affirm and Celebrate

- 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.

10-30 mins

10-20 mins

10-20 mins

10-20 mins

30-60 mins

45-60 mins inc. 15 min. break

15-30 mins

20-30 mins