

Building Your Action Plan – Interactive Session Participant Instructions

In this exercise you will build on the Self-assessment Checklist to develop a strategic action plan. You have been assigned to a group that will focus on one of the major program dimensions introduced in the Self-assessment Checklist:

- Basic Legal Requirements
- Program Authority
- Program Characteristics
- Program Awareness and Level of Support
- Program Partnerships

During this interactive exercise you will brainstorm ideas and develop strategies to address program weaknesses and leverage program strengths in your assigned area to improve performance and position with key internal stakeholders. Each group will be assigned a moderator to facilitate the discussion and present one key strategy during the panel discussion following this session. During the panel discussion, you will get to hear issues and strategies for the other program dimensions that will help you fill out the rest of your action plan template. This is the start of a planning process that you can take back and discuss with your state team members as a group (SBO, SBEAP staff, and CAP members). Then together, you can develop an action plan to carry out key strategies for the coming year.

Your moderator will assign a recorder for your group. The recorder can also participate in the discussion as long as he/she accurately records key discussion points.

Step 1 – Review your answers in the Self-Assessment Checklist for your assigned category and analyze them to identify your program’s strengths, weaknesses, opportunities, and threats. For now, you are considering only the category that has been assigned to your group. Briefly note the results of your analysis below.

10:20 –
10:25

Program Strengths and Opportunities

Program Weaknesses and Threats

10:25 –
10:35

Step 2 – Share the results of your analysis. Begin by listing strengths and opportunities until a flip chart page is filled, then list program weaknesses and threats on the next page. Each time the same or a very similar issue is identified, the recorder can put an asterisk by the item to denote the number of programs that share the issue. (If similarity is questioned, the moderator will determine whether or not the issues are similar.) Try to identify as many issues and common themes as possible. However, the list does not have to be exhaustive.

10:35 –
10:45

Step 3 – Now turn to the program weaknesses and threats. Pick the item from the list that has the most asterisks by it. Spend a few minutes brainstorming possible strategies that would help address the issue. For each strategy identified, list the action items for members of each component of the program – SBO, SBEAP, and CAP. Keep in mind that some strategies may not be feasible (or may even be taboo) for one component, but could be addressed by one or both of the others. The idea is to think about how to utilize your team to move the program forward as a whole.

10:45 –
10:50

Step 4 – Now turn to the program strengths and opportunities. Look for relationships and synergies with the program weaknesses and threats. Consider opportunities for using a program strength to support a strategy to address a weakness. The recorder will list your ideas on the flip chart.

10:50 –
11:00

Step 5 – Take the next five minutes to fill out your own state action plan for the assigned category using the template on the attached page. In the last five minutes, share your top strategy with your group members. At 11:00 AM, moderators will go to the front table for the panel discussion and the group will reconvene as a whole.

NEXT STEPS:

During the next session, your group moderator will present the key strategies identified by your group as part of a panel discussion. The panel discussion will cover all of the categories of program dimensions, allowing you to further develop your action plan. Over the course of the conference, we encourage you to record additional information on this template as other tools and strategies are presented in the breakout sessions and come up in your conversations.

Your State Action Plan for 2006

PROGRAM DIMENSION: Basic Legal Requirements

Weakness/ Threat – Identify the weakness or threat to your program within this program dimension that your team wants to address.

Strategy – Briefly state your key strategy for addressing the weakness or threat identified above. This should be a higher level strategy that may include several action items or steps. For example, “Seek a program funding increase for FY07,” or “Attain authorization for multimedia environmental assistance.”

Desired Outcome – State the desired outcome of your strategy. What indicator(s) will verify that your strategy is succeeding?

Audience – Who is the focus of the efforts involved with the strategy? There may be more than one. The action plan for your strategy should address each distinct audience identified here.

Additional Notes – List any related notes here.

PROGRAM DIMENSION: Basic Legal Requirements (continued)
Action Plan Roles and Responsibilities

<i>Steps to Accomplish the Strategy</i>	<i>SBO</i>	<i>SBAP</i>	<i>CAP</i>
Step 1:			
Step 2:			
Step 3:			
Step 4:			

PROGRAM DIMENSION: Program Authority

Weakness/ Threat – Identify the weakness or threat to your program within this program dimension that your team wants to address.

Strategy – Briefly state your key strategy for addressing the weakness or threat identified above. This should be a higher level strategy that may include several action items or steps. For example, “Seek a program funding increase for FY07,” or “Attain authorization for multimedia environmental assistance.”

PROGRAM DIMENSION: Program Authority (continued)

Desired Outcome – State the desired outcome of your strategy. What indicator(s) will verify that your strategy is succeeding?

Audience – Who is the focus of the efforts involved with the strategy? There may be more than one. The action plan for your strategy should address each distinct audience identified here.

Additional Notes – List any related notes here.

PROGRAM DIMENSION: Program Authority (continued)
Action Plan Roles and Responsibilities

<i>To Do</i>	<i>SBO</i>	<i>SBAP</i>	<i>CAP</i>
Step 1:			
Step 2:			
Step 3:			
Step 4:			

PROGRAM DIMENSION: Program Characteristics

Weakness/ Threat – Identify the weakness or threat to your program within this program dimension that your team wants to address.

Strategy – Briefly state your key strategy for addressing the weakness or threat identified above. This should be a higher level strategy that may include several action items or steps. For example, “Seek a program funding increase for FY07,” or “Attain authorization for multimedia environmental assistance.”

PROGRAM DIMENSION: Program Characteristics (continued)

Desired Outcome – State the desired outcome of your strategy. What indicator(s) will verify that your strategy is succeeding?

Audience – Who is the focus of the efforts involved with the strategy? There may be more than one. The action plan for your strategy should address each distinct audience identified here.

Additional Notes – List any related notes here.

PROGRAM DIMENSION: Program Characteristics (continued)
Action Plan Roles and Responsibilities

<i>To Do</i>	<i>SBO</i>	<i>SBAP</i>	<i>CAP</i>
Step 1:			
Step 2:			
Step 3:			
Step 4:			

PROGRAM DIMENSION: Program Awareness and Level of Support

Weakness/ Threat – Identify the weakness or threat to your program within this program dimension that your team wants to address.

Strategy – Briefly state your key strategy for addressing the weakness or threat identified above. This should be a higher level strategy that may include several action items or steps. For example, “Seek a program funding increase for FY07,” or “Attain authorization for multimedia environmental assistance.”

PROGRAM DIMENSION: Program Awareness and Level of Support (continued)

Desired Outcome – State the desired outcome of your strategy. What indicator(s) will verify that your strategy is succeeding?

Audience – Who is the focus of the efforts involved with the strategy? There may be more than one. The action plan for your strategy should address each distinct audience identified here.

Additional Notes – List any related notes here.

PROGRAM DIMENSION: Program Awareness and Level of Support (continued)
Action Plan Roles and Responsibilities

<i>To Do</i>	<i>SBO</i>	<i>SBAP</i>	<i>CAP</i>
Step 1:			
Step 2:			
Step 3:			
Step 4:			

PROGRAM DIMENSION: Program Partnerships

Weakness/ Threat – Identify the weakness or threat to your program within this program dimension that your team wants to address.

Strategy – Briefly state your key strategy for addressing the weakness or threat identified above. This should be a higher level strategy that may include several action items or steps. For example, “Seek a program funding increase for FY07,” or “Attain authorization for multimedia environmental assistance.”

PROGRAM DIMENSION: Program Partnerships (continued)

Desired Outcome – State the desired outcome of your strategy. What indicator(s) will verify that your strategy is succeeding?

Audience – Who is the focus of the efforts involved with the strategy? There may be more than one. The action plan for your strategy should address each distinct audience identified here.

Additional Notes – List any related notes here.

PROGRAM DIMENSION: Program Partnerships (continued)
Action Plan Roles and Responsibilities

<i>To Do</i>	<i>SBO</i>	<i>SBAP</i>	<i>CAP</i>
Step 1:			
Step 2:			
Step 3:			
Step 4:			

