

Creating the Action Planning Team

Identifying Action Planning Team Members and Structuring the Process

Why This Step is Important: The composition of the team that conducts district action planning and the way in which members of this team organize to create the action plan are important decisions that impact the quality of the action planning process. It is important that members of the district leadership team most knowledgeable about and responsible for strategic initiatives be directly involved in action planning those initiatives.

Therefore, it is helpful to establish smaller teams within the larger team that will action-plan specific objectives or initiatives and will continue to own action plans during implementation. For example, if there are three strategic objectives in the multi-year district plan, the district might choose to form three strategic objective teams within the larger action planning team. These smaller teams would action plan the strategic initiatives to be implemented in that year.

Organizing to Action Plan Worksheet

Action Planning Teams

*Responsible for setting implementation benchmarks for identified initiatives.
The Team Leader agrees to take primary responsibility for action plan drafts and revisions.*

Strategic Objective/Initiative:		
	Name	Position/Stakeholder Group
<i>Team Leader</i>		
Member 1		
Member 2		
Member 3		
Member 4		

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