



Visioning and Strategic Planning Process **Action Planning Teams - Step to Completion**

The problem-solving technique of means/ends analysis is suggested to complete the charge. The essential question for the action team facilitators and team is: "How do we work together to develop the action plans necessary to fully implement this strategy?" We will break this down into five smaller pieces described below:

First Meeting - April 19 - 6-8pm @ HS-IMC

1. Strategy Analysis

- A. Why was this strategy created?
- B. What is this strategy intended to accomplish?

2. Information Gathering

- A. Where have we been recently?
- B. Are there any existing plans for the future?
- C. Do others have experience with strategies like this?
- D. The action team should become the district's experts on this strategy.

Second Meeting - April 26 -6-8pm @ HS-IMC

3. Creative Problem Solving

- A. Identify all issues and ideas related to implementation of the strategy.
- B. Transform those issues and ideas into specific objectives, which if achieved will bring the district closer to fully implementing the strategy.
- C. What specific end results need to be achieved to ensure this strategy is fully implemented?

Third Meeting - May 10 - 6-8pm @ HS-IMC

4. Action Plan Writing

- A. Develop an action plan for each of the specific objectives identified in Step 3 above.
 - What steps are necessary? (time, effort, money, thought)
 - What sequence?
- B. Responsibility and due dates are completed later.

Research Needed to Complete Process - To be determined

5. Cost-Benefit Analysis

- A. What will this plan cost? (tangible and intangible)
- B. What benefits will we receive? (tangible and intangible)