

**This is a checklist of suggested activities to support the implementation of a collective impact initiative, to be executed by the backbone organization and initiative partners**

**Collective Impact Initiative Implementation Activities**

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| *Legend:*   |  |  | | --- | --- | | Strategic Activities: | Activities that involve strategic oversight, external communication, research and evaluation, or policy. | | Logistical/Tactical Activities: | Activities that involve logistical support, internal communication, note-taking and dissemination, and scheduling | |

**1. Maintain Strategic Coherence of the Effort**

1. **Accountability, Evaluation, & Guidance**

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| * 1. Analyze and monitor progress (including Working Group progress) against specific strategies and goals identified by Working Groups |
| * 1. Continue to develop outcome indicators and performance measures to evaluate progress and to inform system improvement |
| * 1. Begin to collect indicators and develop data collection processes |
| * 1. Encourage sharing of best practices among the Executive Committee, Steering Committee members, and the Working Groups |
| * 1. Monitor outcome indicators and performance measures related to Working Group to evaluate progress and to inform system improvement |

1. **Knowledge Sharing, Overall Logistical Support**

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| 1. Coordinate research and other activities currently underway by participants in the *<Insert Initiative Name>* |
| 1. Encourage sharing of best practices among the Executive Committee, Steering Committee members, and the Working Groups |
| 1. Monitor and enable easy dissemination of Common Agenda and/or Blueprint for Implementation (if developed) |
| 1. Provide overall logistical support for meetings |

**2. Help Coordinate through Executive Committee and Steering Committee**

1. **Management and Facilitation**

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| 1. Identify and raise issues / concerns with the Executive Committee and Steering Committee |
| 1. Assist development of agendas/ draft agendas for Executive Committee meetings, Steering Committee meetings, and other meetings as necessary |
| 1. Facilitate meeting at weekly Executive Committee meetings/calls |
| 1. Create decks and materials for Executive Committee meetings, Steering Committee meetings, and other meetings as necessary |
| 1. Maintain a high level perspective to guide and participate in Executive Committee meetings as necessary |
| 1. Follow-up and manage next steps that come out of Executive Committee meetings, Working Group meetings, and other meetings as necessary |
| 1. Manage meeting logistics (e.g., dial-in, attendance, cancellations, etc.) |
| 1. Consolidate Working Group updates for Executive Committee and Steering Committee |
| 1. Notify Steering Committee and / or Executive Committee of concerns or issues that might stall advancement |
| 1. Coordinate across Executive Committee members |
| 1. Summarize meeting notes and next steps |

**3. Fundraising and Outreach**

1. **Coordination, Communication, & Policy**

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| 1. Engage with and / or facilitate community engagement with a broader audience, as appropriate, to build buy-in from additional stakeholders |
| 1. Facilitate communication between the Executive Committee, Steering Committee, Co-Chairs, and Working Groups to understand challenges at the Working Group level and strategic coherence at the Executive Committee level |
| 1. Develop external communications materials and a comprehensive community engagement and communications plan |
| 1. Coordinate with other major initiatives in the community, as appropriate, to minimize redundancies and to align strategies and actions |
| 1. Note potential legislative agenda, policy, and funding recommendations with guidance of Working Groups, Steering Committee, and Executive Committee |
| 1. Respond to requests for information by community partners and allies as appropriate, in coordination with Working Groups, Steering Committee, and Executive Committee |
| 1. Develop a plan for on-going funding for *<Insert Initiative Name>*’s work |

**4. Establish and Support Working Groups**

1. **Establish Working Groups**

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| 1. Work with Steering Committee and Executive Committee to develop a list of priority Working Group members and Co-Chairs |
| 1. Invite Working Group members through letter, calls, and 1-on-1 meetings |
| 1. Orient Working Group Co-chairs and members to their roles |
| 1. Establish Working Group goals with the Steering Committee, and refine with Working Group Co-Chairs |

1. **Project Management, Facilitation, and Support**

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| 1. Guide Working groups to develop specific goals, metrics, and implementation strategies based on the Common Agenda |
| 1. Assist development of meeting agendas (i.e. provide draft agenda) |
| 1. Assist co-chairs / develop meeting materials including presentation |
| 1. Research topics relevant to strategy development |
| 1. Develop talking points for Working Group co-chairs |
| 1. Assist Working Group co-chairs with completing report back to groups |
| 1. Help Working Group co-chairs incorporate Executive Committee feedback on goals, metrics, and strategies |
| 1. Follow-up and manage next steps that come out of Working Group meetings |
| 1. Plan and schedule working group meetings |
| 1. Support the co-chairs to facilitate meetings |
| 1. Ensure attendee lists are up to date |
| 1. Manage meeting logistics (e.g., video conferencing, attendance, lunch, cancellations, send final lists to admin staff etc.) |
| 1. Print meeting materials and talking points |