

Working group name:

**This tool could be used by action planning work groups to help guide their structure and overall strategic direction, as well as to define their implementation plan**

* Goal:
* Description:
* Rationale
* Co-Chairs:

Date of Final Draft Action Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved by Steering Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This template is a tool for action planning work groups to use in laying out the structure and plan for implementing strategies to help reach the initiative’s goals. The template consists of three sections to guide the structure and planning around the actions and strategies proposed by each working group. These will be filled out gradually and will evolve over time given community needs, but will be used as a tool to organize your work and to communicate the work with the Steering Committee and the broader community.

1. **Define the Team:** Identify the members of your working group, including roles such as co-chairs, members, and leads of individual strategies/actions. This roster will evolve, as new strategies are identified and new ideas emerge for who needs to be involved for successful planning, adoption, and implementation of strategies.
2. **Develop Strategies**: The working group will develop strategies to support the adoption and implementation of the working group goal. These strategies will include tasks, people responsible, timelines and will provide an accountability structure for accomplishing the work. You are asked to identify short term, long term, and policy-related strategies, with an emphasis on strategies that target disparities in race.
3. **Define Measurement Plan**: A measurement plan will guide the collection, analysis and use of data in support of effective implementation and continuous improvement of the proposed priorities and strategies. The measurement plan will include how and when data will be collected and analyzed to support your decision making, planning, and learning.
4. **Define the Team**

Identify the members of your working group, including such roles as co-chairs, members, and leads of individual strategies/actions. This roster will evolve, as new strategies are identified and new ideas emerge for who needs to be involved for successful planning, adoption, and implementation.

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| **Organization** | **Name** | **Title** | **Role (Co-chair, Member,** **Strategy Lead, etc.)** |
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1. **Develop Strategies**

Each work group will identify a set of strategies and actions that will collectively contribute to progress toward the initiative goal, indicators, and targets. You will identify strategies that are both short- and long-term, and are assessed against a set of common criteria to ensure that the strategies are selected and sequenced in such a way to help meet the initiative goals.

Strategies could include a wide range of actions and different approaches to improving outcomes for the target population, but should:

* **Be Evidence-Based:** grounded in research that demonstrates potential for dramatic change in youth outcomes
* **Build on Momentum**: have potential to make progress quickly and builds on existing momentum
* **Be Systems-Changing:** serve as starting point for broader systems-level change
* **Move at Scale:** have potential to significantly move one or more topline indicators for the CI initiative at scale
* **Be Collaborative**: benefit from collaboration -geographic or across the continuum
* **Identify Leadership:** have a clear lead organization with the commitment and capacity to move
* **Focus on disparity:** target disparity in health outcomes between races and across geographies (*at least half strategies must specifically target disparity*)

Strategies can include:

* Convening the right people to organize / plan action steps
* Assuming the responsibility for implementing an action at one’s own organization
* Coaching other institutions on how to adopt and implement strategies
* Sharing learning to inform implementation
* Providing analytical support such as collecting, analyzing and reporting data related to the strategy
* Tracking progress and highlighting issues for discussion about course correction

Note that you need at least one strategy in each of the following categories:

* **Short Term/Quick Win:** Expect implementation and outcomes in next 3 months to 1 year
* **Long Term**: Expect implementation and outcomes over 1+ years
* **Policy and Advocacy**: Pursued and implemented over any time period, at local or state, legislative or executive levels.
* **Learning Strategy/Prototype**: Expect implementation and outcomes over next 6 months. Opportunities to test a strategy in a targeted manner to learn and inform future strategies (target by geography, population, partners, etc.)

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| Short Term/Quick Wins (next 3 months-1 year) | Lead Organization(s) / Individual(s) | Support Organization(s) / Individual(s) | Target Due Date |
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| *Initial* Long Term Strategies (1 year+) | Lead Organization(s) / Individual(s) | Support Organization(s) / Individual(s) | Target Due Date |
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| *Initial* Policy and Advocacy Strategies | Lead Organization(s) / Individual(s) | Support Organization(s) / Individual(s) | Target Due Date |
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| Learning Strategies / Prototypes | Lead Organization(s) / Individual(s) | Support Organization(s) / Individual(s) | Target Due Date |
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| **What areas (if any) do we feel like we can co-create strategies with the target population?** |  |

1. **Define Measurement Plan**

***Definitions of measurement terms***

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| **Output:** Evidence that the strategy is underway and being delivered effectively (e.g., number of people served). | **Data Source:** The data (e.g., government database, new survey). |
| **Outcome:** Changes in knowledge, attitudes, and behavior linked directly to the strategy or group of strategies (e.g., % of patients reporting daily use of control medication). | **Data Collection Schedule:** When data will be collected, and by whom. |
| **Target:** If possible, the amount you hope to see the indicator increase or decrease, or the absolute number you hope to reach (e.g., 12% decrease, 300 children). |

***Overall Working Group Outcome Indicators***

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| Outcome Indicator  | Target | Data Source | Data Collection Schedule |
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***Strategy-Level Output Indicators***

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| Strategy or Group of Related Strategies | Output Indicator  | Target | Data Source (if possible) | Data Collection Schedule (if possible) |
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