30/30 Form

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| **Date:** |  | **State: ­­­­­­­­­** |  |
| **Aim Statement** |  | | |

**Guidance:** Maintaining project momentum is an ongoing process requiring continuous attention and communication. Use the below questions to track, align, and learn from your efforts.

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| 1. **What have we accomplished?**   *Reflect on the action items from last meeting. Each team member should briefly report on the action item(s) they took on. If tasks have not been completed, figure out how to move forward.* | | | | |
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| 1. **What have we each learned over the last 30 days?** *(consider new information, observations, insights, results of data analysis, etc.)* | | | | |
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| 1. **Does our proposed course still make sense?** *Do we need to adjust? Discuss any possible* c*ourse correction needed, dates to be updated/implemented?* | | | | |
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| 1. **What (if anything) should we be communicating?** *To whom? Using what format? By when?* | | | | |
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| 1. **What will each of you do over the next 30 days?** *Who will do what, by when? What is the deliverable? Capture this in your action plan below.* | | | | |
|  | | | | |
| 1. **When, where, and how will we get together next (in about 30 days)?** | | | | |
| Date: | | Time: | | Place: |
| 1. **Which statement best describes our team? (Select One)** | | | | |
| We’re working our plan and progress is coming along. | We’ve hit some road bumps and have had to make some adjustments, but our goals/outcomes and project are still the same. | | We’ve decided to make major changes to our project and/or outcomes (please make sure changes are reflected on your logic model and measurement table). | |

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| **Action Plan** | | | | |
| **Work/Activity**  (What is the activity or work you are doing?) | **Product/Accomplishment**  (What is being produced or accomplished?) | **Indicator/Measure**  (How will you measure this activity or that the work is happening? Data sources?) | **Person Responsible**  (Who is responsible for this work?) | **Frequency/Deadline**  (What is the frequency or deadline for this activity or the work you are doing) |
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* 30/30 Form - EXAMPLE

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| **Date:** | **EXAMPLE** | **State: ­­­­­­­­­** | **EXAMPLE** |
| **Aim Statement** | **EXAMPLE** | | |

**Guidance:** Maintaining alignments is a dynamic process requiring continuous attention and communication. Use the guiding questions to track, align and learn from your efforts.

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| 1. **What have we accomplished?**   *Reflect on the action items from last meeting. Each team member should briefly report on the action item(s) they took on. If tasks have not been completed, figure out how to move forward.* | | | | |
|  | | | | |
| 1. **What have we each learned over the last 30 days?** *(consider new information, observations, insights, results of data analysis, etc.)* | | | | |
| * How to get stakeholder and partner input on core components of our project work using the **5Rs** * How to incorporate stakeholder and partner input to scope our project using a **Challenge Statement** * How to identify system-level factors using the **Key Drivers Diagram** * How to develop an **Adaptive Mindset** and a **Learning Mindset** * How to describe our program, including its different variables, and how these variables are related to a larger system using **Mental Models** **/ Causal** **Loop Diagramming**. | | | | |
| 1. **Does our proposed course still make sense?** *Do we need to adjust? Discuss any possible* c*ourse correction needed, dates to be updated/implemented?* | | | | |
| We’re **adjusting our Challenge Statement** to include \_\_\_\_ based on feedback received from the All Team call and new ideas generated during the Learning Institute. We will send this out to the full team on March 6, 2020 to validate and finalize by March 13. | | | | |
| 1. **What (if anything) should we be communicating?** *To whom? Using what format? By when?* | | | | |
| We require **internal communication** to manage expectations of **agency leadership** regarding the timeline associated with our anticipated long-term outcomes. We will reach out to schedule in-person meetings with the appropriate person(s) to take place **by mid-March 2020**. | | | | |
| 1. **What will each of you do over the next 30 days?** *Who will do what, by when? What is the deliverable? Capture this in your action plan below.* | | | | |
| Camara Jones will follow-up on internal communication needs upon returning from the LI.  Ralph Ellison will reach out to the full team to validate and finalize the adjusted Challenge Statement. | | | | |
| 1. **When, where, and how will we get together next (in about 30 days)?** | | | | |
| Date: March 30, 2020 | | Time: 10am | | Place: Dolly’s office |
| 1. **Which statement best describes our team?** | | | | |
| We’re working our plan and progress is coming along. | We’ve hit some road bumps and have had to make some adjustments, but our goals/outcomes and project are still the same. | | We’ve decided to make major changes to our project and/or outcomes (please make sure changes are reflected on your logic model and measurement table). | |

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| **Action Plan** | | | | |
| **Work/Activity**  (What is the activity or work you are doing?) | **Product/Accomplishment**  (What is being produced or accomplished?) | **Indicator/Measure**  (How will you measure this activity or that the work is happening? Data sources?) | **Person Responsible**  (Who is responsible for this work?) | **Frequency/Deadline**  (What is the frequency or deadline for this activity or the work you are doing) |
| Schedule and hold meeting with agency leadership | * Meeting invite is sent * Meeting takes places * Agency leadership and team agree to sequencing of anticipated outcomes | * Meeting agenda and notes * Agency leadership and team have same understanding of timeline for anticipated outcomes | * Camara Jones | * Invite sent by Feb 27, 2020 * takes place by mid-March 2020 |
| Adjust and finalize Challenge Statement |  | Program record – the Adjusted Challenge Statement written in workbook and finalized statement written in work plan | * Travel team adjusts * Malik Yakini validates and finalizes | * Adjust by Feb 27, 2020 * Validate/Finalize by March 13, 2020 |
| Share Causal Loop Diagram with full team to get feedback/input | * Mental Model/ Causal Loop Diagram | Updated Causal Loop Diagram | * Malik Yakini | * March 6, 2020 * Feedback received by March 13, 2020 |

Please consider:

* What are some of the necessary activities needed to reach immediate short-term outcomes?
* What are some outcomes you hope to reach by the end of the Cohort?