|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** |  | **State** |  | **Aim** |  |

**30 Day ACTION PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work/Activity** | **Product** | **Indicator/Measure** | **Person** | **Deadline** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**30 Day REVIEW DISCUSSION**

|  |
| --- |
| 1. **What have we accomplished?** *Reflect on the action items from last meeting, above.*
 |
|  |
| 1. **What have we learned over the last 30 days?** *For instance: new information, observations, insights, struggles, results of data analysis)*
 |
|   |
| 1. **Does our proposed course still make sense?** *Based on the learning to date,* d*o we need to adjust?*
 |
|  |
| 1. **When, where, and how will we get together next (in about 30 days)?**
 |
| Date:  | Time:  | Place:  |
| 1. **PROGRESS / DIRECTION METER**
 |
| We’re working our plan. Making steady progress.  | We’ve hit some road bumps. Making adjustments. Goals/outcomes and project are still the same. | We’re stopped. Making major changes to our project and/or outcomes. |
| 1. **What (if anything) should we be communicating?** *To whom? Using what format? By when?*
 |
|  |

**30 Day Action Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work/Activity** | **Product** | **Indicator/Measure** | **Person** | **Deadline** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 30/30 Form – GUIDANCE / EXAMPLE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** |  | **State** |  | **Aim** |  |

**General Guidance:** Use the form to focus on successes and action. Help the team stay accountable and aligned.
Use the guiding questions to learn from your efforts and make course corrections.

**30 Day Action Plan Example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work/Activity** | **Product** | **Indicator/Measure** | **Person** | **Deadline** |
| Meet with agency leadership to communicate aims planning and progress | * Meeting invite is sent
* Meeting takes place

Agree on sequencing of anticipated outcomes  | * Meeting agenda and notes
* Shared understanding of timeline
 | Camara Jones  | Invite sent by Feb 27Takes place by mid-March |
| Adjust and finalize Challenge Statement  | Wording complete, team agreement | Adjusted Challenge Statement written in work plan | Malik Yakini finalizes  | Adjust by Feb 27Finalize by March 13 |
| Share Mental Model work with full team to get feedback/input  | Mental Model draft updated  | New Model on Box  | Malik Yakini | Feedback received by March 13 |
| Build our relationship with Family partners | Personal Connection, insight into aspirations | Booked a follow-up meeting | Ali S | Next meeting |
| Learn more about Network Mapping tool | Review and share examples | Readiness to plan a consult meeting | Ali S |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 1. **What have we accomplished?**

*Reflect on the action items from last meeting above. Each team member briefly report on the action item(s) they took on.*  |
| Leadership is on board with how we are changing the timeline for nowTeam members got to meet with family repHeld our full team meeting |
| 1. **What have we learned over the last 30 days?** *(consider new information, observations, insights, results of data analysis, etc.)*
 |
| * Using the **5Rs has changed our understanding of partner needs**
* We modeled new system-level factors using the **Key Drivers Diagram**
* We learned that this is a very committed team … we have energy (partly from meeting with family rep)
 |
| 1. **Does our proposed course still make sense?** *Do we need to adjust? Discuss* c*ourse correction*
 |
| We’re **adjusting our Challenge Statement** to include \_\_\_\_ based on feedback received from the All Team call |
| 1. **What (if anything) should we be communicating?** *To whom? Using what format? By when?*
 |
| We will need to manage expectations of **agency leadership** regarding the timeline.  |
| 1. **When, where, and how will we get together next (in about 30 days)?**
 |
| Date: March 30, 2020 | Time: 10am  | Place: Dolly’s Zoom room |
| 1. **Progress/Direction Meter** *Which statement reflects our progress?*
 |
| We’re working our plan. Making steady progress. | We’ve hit some road bumps. Making adjustments. Goals/outcomes and project are still the same. | We’re stopped. Making major changes to our project and/or outcomes. |