

ACTION PLANNING WORKBOOK

action planning workbook

The Action Planning Workbook has been developed as a self-guided resource to support and sustain planning and implementing initiatives that are aimed at improving children's well-being across schools and communities. While it was developed as a follow up to a two-part, facilitated workshop process (see more information here), it can also be used as a standalone planning tool .

If you have not participated in a facilitated workshop, we encourage you to take time to review both your local MDI data, and the inquiry and planning resources available on Discover MDI before getting started with this workbook.

Need help? HELP's MDI staff are on hand to provide support at any stage of your planning journey. Please contact us through discovermdi.ca/contact with your questions! You can also connect with our MDI Champions to learn how others have worked toward improving well-being in communities and districts across BC using the MDI: discovermdi.ca/champions.

tip:

Want to make the Workbook a living document? Try recreating the Action Planning Workbook into an interactive bulletin board for the office or staff room. This will allow people to add their thoughts and feedback over time. (we can finalize the links for this section tomorrow).

workbook contents

1. Visualizing Your Idea
2. Mapping Connections
3. Finding Evidence & Seeking Insight
4. Assessing Risks & Barriers
5. Planning for Success
6. What Next? Identifying Key Steps

materials

- Action Planning Workbook (print multiple copies for each Action Team if they are exploring more than one action idea)
- Markers, pens
- Optional: Flipchart

1. Visualizing an Idea

IDEA:

Describe the original action IDEA (try drawing it!):

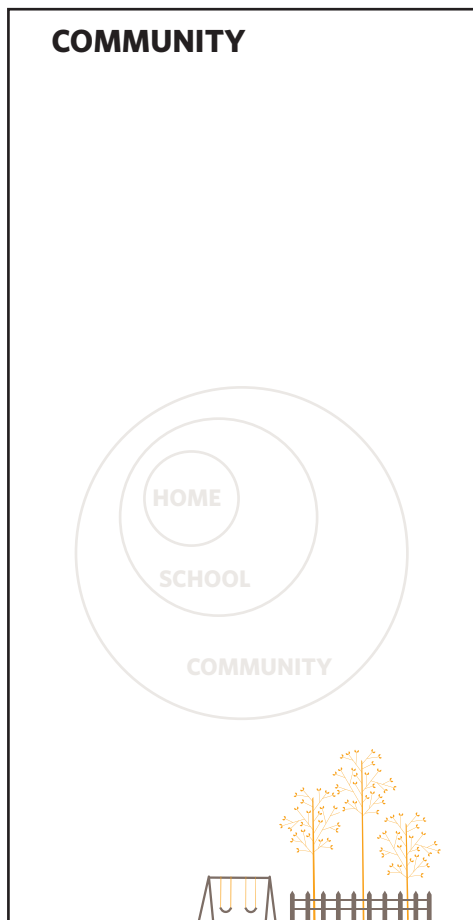
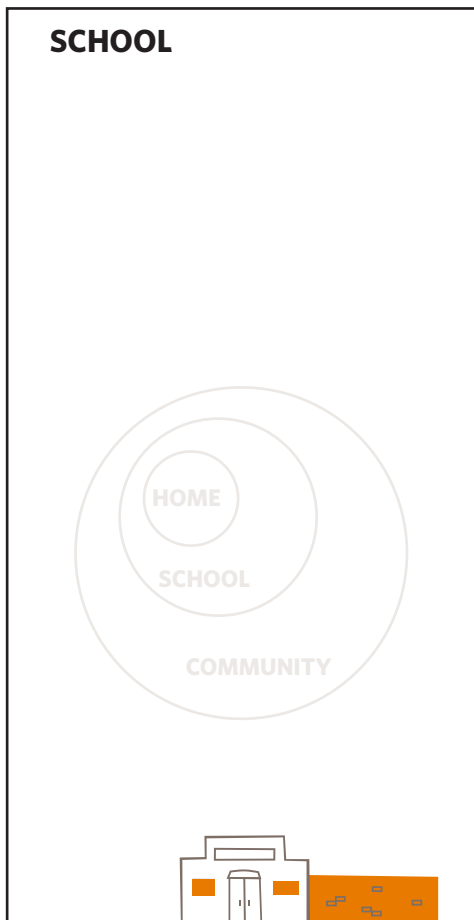


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2. Mapping Connections

IDEA:

Map the idea's scope & connections:



List the people and/or organizations who could play a role in moving this idea forward?

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3. Finding Evidence & Seeking Insight

IDEA:



List the evidence & insight that has led you to this idea.



Describe the change(s) you want to see as a result of your idea.

1.
2.
3.

1.
2.
3.

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4. Assessing Risks & Barriers

IDEA:



Story It! (Mad Lib Style)

Here at _____ we have learned that _____
_____. The nature of this situation is complex, so we are focusing in on _____
_____ as a way to _____.

Risk/Barriers

What might get in your way?



Resources Needed

What will you need to overcome those barriers and to generally succeed?



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5. Planning for Success

IDEA:

Who else can this idea influence or interest?

Hint: what did you learn from the relationship map?



Where is the idea on the do-able scale?



How can you get your idea into the sweet spot on the do-able scale?

Describe SUCCESS...

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6. What's Next? Identifying Key Steps

IDEA:

What are the KEY first steps?



1. _____

2. _____

3. _____

4. _____

WHO will be involved immediately?

HOW will you achieve these initial steps towards action?

WHEN? What's your timeline?
