

Action Plan

<p>TIME</p> <p>150</p> <p>minutes</p>	<p>DIFFICULTY</p> <p>Participants: EASY</p> <p>Facilitator: MEDIUM</p> <p>Facilitator will have to facilitate the conversation and continuously ask follow-up questions to ensure the team thinks about the specificities that the solution implementation will require.</p>
<p>GOAL</p> <p>The Action Plan Tool is a strategic template that will help the CIT plan for implementing the final solutions from the brainstorming process. The CIT will create an action plan for each proposed solution. The tool helps the CIT to describe their solution, who it is for, what resources and activities will be required, and how success will be monitored.</p>	<p>HOW DOES IT WORK?</p> <p>The CIT will create an action plan for each solution in the Horizon 1 column of the ideation worksheet. This tool is divided into four sections:</p> <ul style="list-style-type: none">• Description of the solution• Audience for the solution• Key activities and resources needed to implement the solution• Indicators to measure success
<p>MATERIALS NEEDED</p> <p>The instructions booklet</p> <p>The diagnostic tools you used during the day, i.e., the scenario tool, behavioral blueprints, and observation guide</p> <p>Pens</p>	<p>PARTICIPANTS & ROLES</p> <p>Number of Participants: Between 3-5 if conducted as a large group; up to 15 if participants are broken into small groups</p> <p>Roles:</p> <ul style="list-style-type: none">• Select members of the CIT, and the facility in-charge• 1 facilitator• 1 notetaker



Action Plan

Check the influencing factor categories that this action plan applies to:

CLIENT

PROVIDER & COLLEAGUES

HEALTH SYSTEM

COMMUNITY

WORKPLACE ENVIRONMENT

1 YOUR IDEA

Please describe your proposed solution for this behavioral challenge and how will it work. Provide lots of detail.

2 AUDIENCE

Who are the people and/or groups you are designing for?

3 KEY ACTIVITIES & RESOURCES

What key activities does your idea require to be implemented?
What key resources do your activities require to be implemented?

KEY ACTIVITIES



KEY RESOURCES

(e.g., money, people, time, etc)

4 INDICATORS OF SUCCESS

What will indicate that your idea successfully tackled the behavioral challenge?
What do you need to observe to see if your idea is successful or not?
Make your indicators SMART (*Specific, Measurable, Attainable, Relevant, and Time-bound*)

Ideation

<p>TIME</p> <p>150 – 180 minutes</p>	<p>DIFFICULTY</p> <p> Participants: MEDIUM</p> <p> Facilitator: MEDIUM</p>
<p>GOAL</p> <p>The Ideation Tool helps the CIT to facilitate a brainstorming process to generate locally appropriate solutions to address the prioritized factors. It allows for creativity and flexibility, and encourages empathic and supportive approaches by engaging those affected by the challenges.</p>	<p>HOW DOES IT WORK?</p> <p>This template is divided into two sections:</p> <p>Section 1 will consist of defining what has already been done to respond to the “How Might We” questions you developed in the Global Synthesis Sheet for each category of the system. This section considers what has been done so the group can create new solutions that draw inspiration from what has worked and avoid repeating (the elements of) solutions that have not worked. This will ensure more innovative solutions and increase the likelihood of success</p> <p>Section 2 will allow the team to brainstorm potential solutions. First, you will be encouraged to think outside the box and find as many solutions as possible to answer the HMW question in each category. Then, you will prioritize and select solutions to be implemented.</p>
<p>MATERIALS NEEDED</p> <p>The instructions booklet All the completed global synthesis sheets Ideation template inspiration cards (cut out) Pens paper and/or sticky notes.</p>	<p>PARTICIPANTS & ROLES</p> <p>Number of Participants:</p> <ul style="list-style-type: none">• The CIT members who conducted the diagnostic process (between 6 and 12 team members)• 2-3 clients (if possible)• 2 providers (if possible)• 2 facility managers <p>Roles: (both fluent in the participants' languages)</p> <ul style="list-style-type: none">• 1 facilitator• 1 notetaker



PART 1: ACKNOWLEDGING WHAT HAS ALREADY BEEN DONE

	How might we solve the identified issues / challenges?	What are some actions/activities that have been implemented in the past to help solve this challenge?	Why were these activities successful ?	Why did these activities fail ?
Community				
Client				
Providers & Colleagues				
Workplace Environment				
Health System				

PART 2: BRAINSTORMING & PRIORITIZATION (To improve existing actions/activities or create ones that do not exist yet)



STEP 1: Go through the Inspiration Cards

Get inspired by interventions & activities that have been done in other contexts

STEP 2: Go through the brainstorming instructions listed in the instructions booklet

	Conduct individual and group brainstorming sessions. Place here the <u>new</u> or <u>adapted</u> solutions that address the HMW.	Horizon 1: DO NOW (LOW EFFORT)	Horizon 2: DO NEXT (HIGH EFFORT)
Community		<p><i>Place here the solutions that improve current practices, systems & processes</i></p> <p>→</p>	<p><i>Place here the solutions that don't exist yet and for which you will have to create new systems and processes</i></p>
Client		→	
Providers & Colleagues		→	
Workplace Environment		→	
Health System		→	