

1 Diagnosis: Scenario Tool		2 Synthesis	3 Ideation	4 Action Planning
CLIENT	WORKPLACE ENVIRONMENT	DAILY SYNTHESIS SHEET		
PROVIDER & COLLEAGUES	HEALTH SYSTEM	GLOBAL SYNTHESIS SHEET		

# Action Plan

<b>TIME</b> <b>150</b> minutes		<b>DIFFICULTY</b> <div> <div>Participants: EASY</div> <div>Facilitator: MEDIUM</div> </div> <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>	
<b>GOAL</b> <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>		<b>HOW DOES IT WORK?</b> <p>The CIT will create an action plan for <b>each solution</b> in the Horizon 1 column of the ideation worksheet. This tool is divided into four sections:</p> <ul style="list-style-type: none"> <li>• Description of the solution</li> <li>• Audience for the solution</li> <li>• Key activities and resources needed to implement the solution</li> <li>• Indicators to measure success</li> </ul>	
<b>MATERIALS NEEDED</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The instructions booklet</li> <li><input type="checkbox"/> Printed action plan templates (one per solution)</li> <li><input type="checkbox"/> Ideation worksheet</li> <li><input type="checkbox"/> Pens</li> </ul>		<b>PARTICIPANTS &amp; ROLES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Number of Participants:</b> Between three to five if conducted as a large group; up to fifteen if participants are broken into small groups</li> <li><input type="checkbox"/> <b>Roles:</b> <ul style="list-style-type: none"> <li>• Select members of the CIT, and the facility in-charge</li> <li>• One facilitator</li> <li>• One notetaker</li> </ul> </li> </ul>	



# Action Plan

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

☐

CLIENT

☐

PROVIDER AND 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

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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*)