ACTION

COMPRESSION

PLANNING

ACCOUNTABILITY
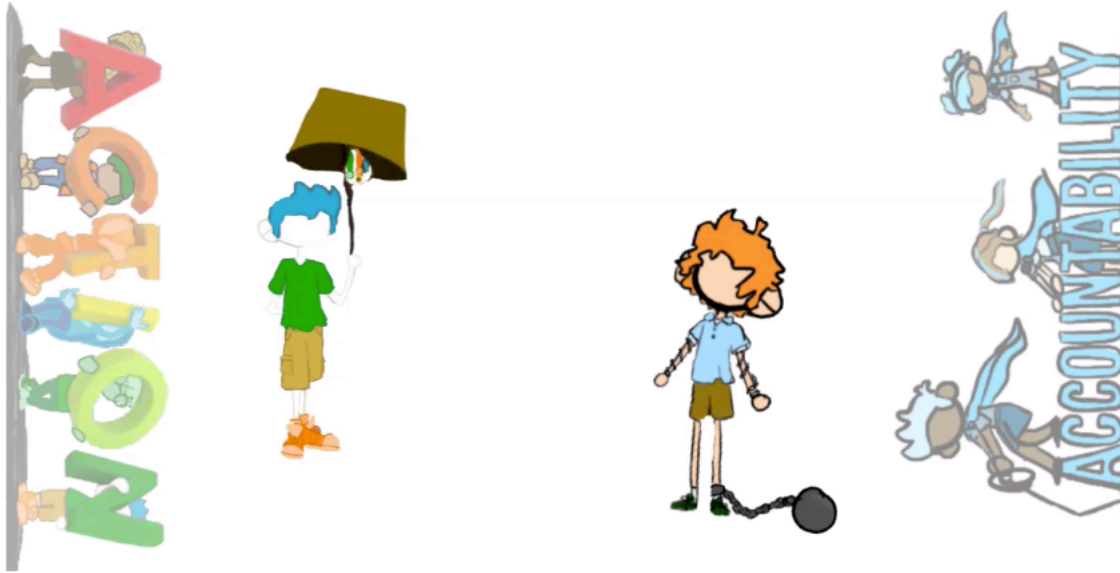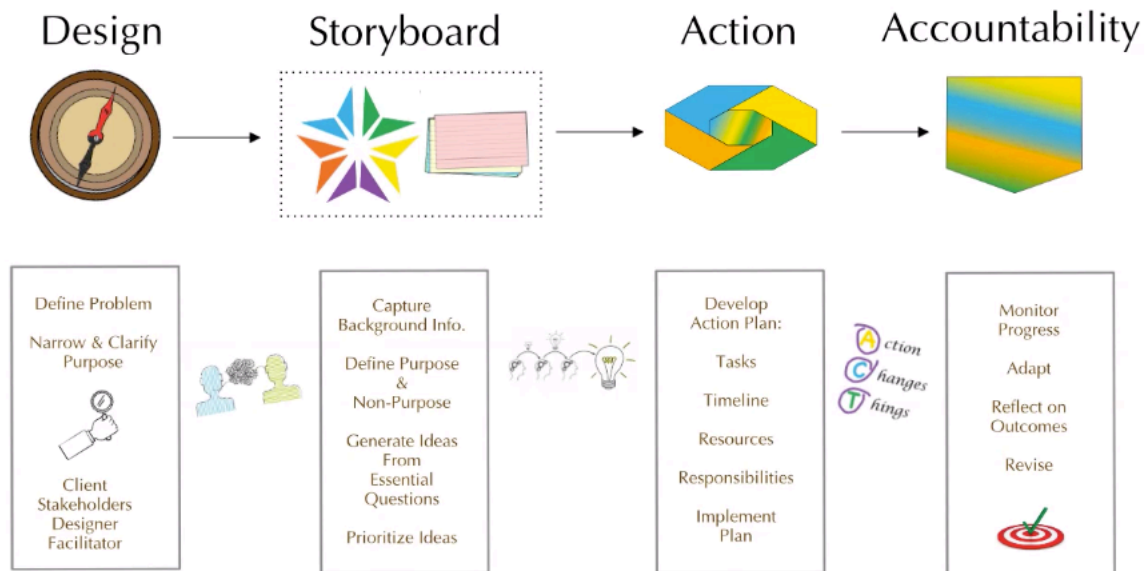
Have you ever been involved in planning for a project and thought you had such great ideas, but it never got off the ground, nothing ever happened.

Change is linked to action and accountability. Solutions developed in the storyboard process must be translated into action steps and then monitored for effective implementation. This will result in purposeful action with high impact.

Design	Storyboard	Action	Accountability
Define Problem Narrow & Clarify Purpose Client Stakeholders Designer Facilitator	Capture Background Info. Define Purpose & Non-Purpose Generate Ideas From Essential Questions Prioritize Ideas	Develop Action Plan: Tasks Timeline Resources Responsibilities Implement Plan	Monitor Progress Adapt Reflect on Outcomes Revise

(A)ction (C)hanges (T)hings

Compression planning begins with the design process, proceeds to storyboarding, then taking action, and monitoring progress to ensure accountability.
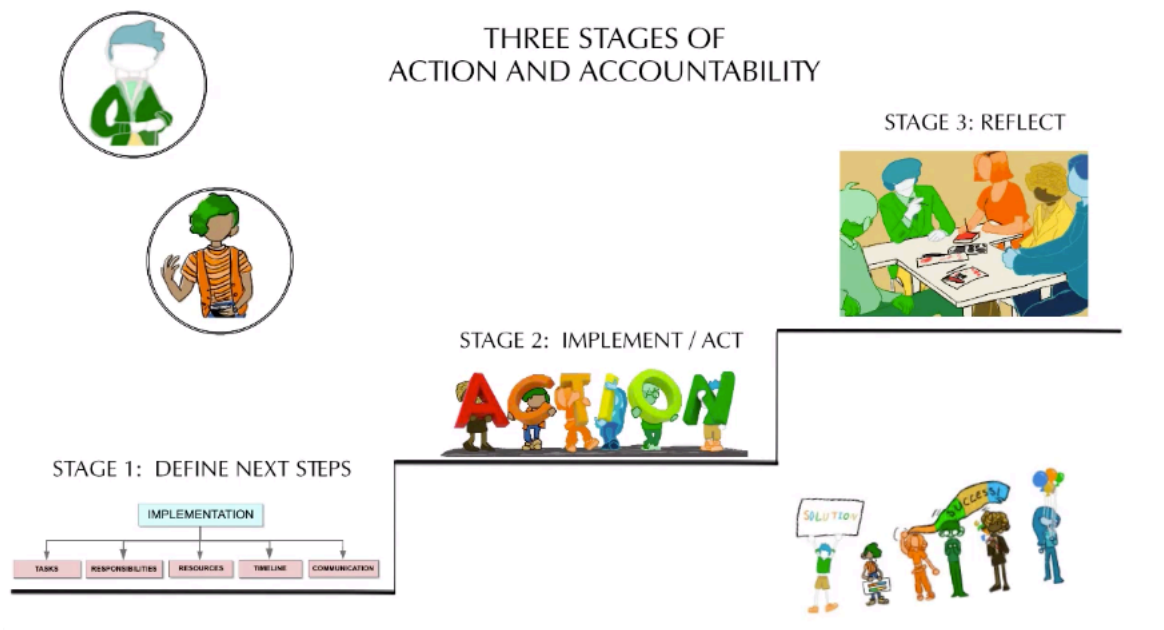
An action plan is developed where tasks, timelines, resources needed, and responsibilities are identified.

Progress is easily monitored . Adapting the plan becomes manageable as changes are needed.

EXPLORE

Storyboard Agenda

FOCUS

Dotting - Prioritizing

CONCENSUS
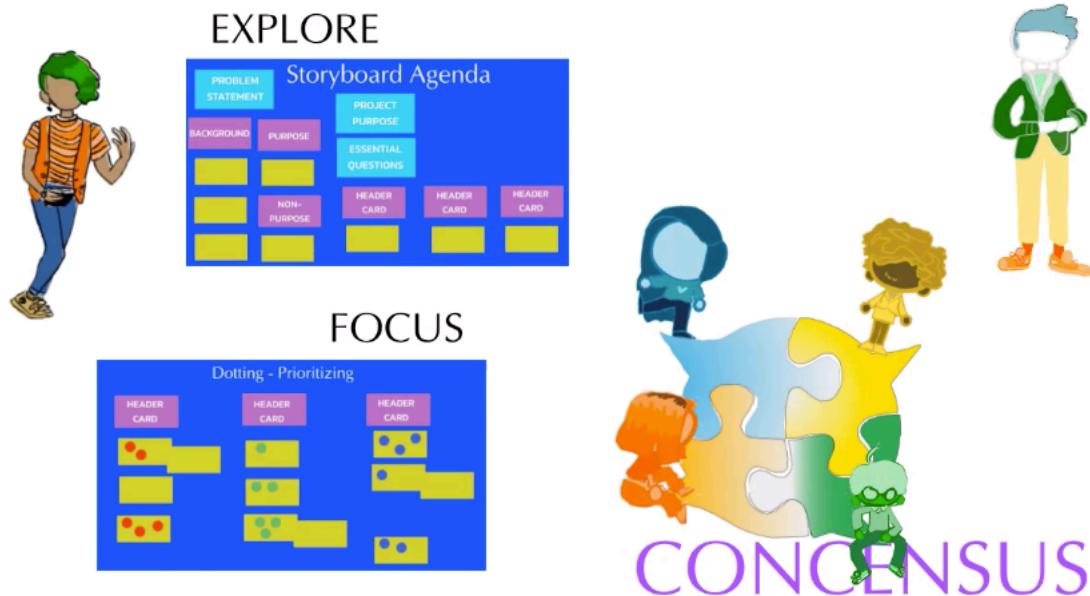
Through the storyboard process you explore Ideas, prioritize to a workable few, and then focus on actionable steps.

Consensus on action is reached. Consensus does not mean unanimous agreement. It does mean participants see themselves as part of the solution; that their voice has been heard; and their concerns have been addressed.

THREE STAGES OF
ACTION AND ACCOUNTABILITY

STAGE 3: REFLECT

STAGE 2: IMPLEMENT / ACT

STAGE 1: DEFINE NEXT STEPS

IMPLEMENTATION

TASKS | RESPONSIBILITIES | RESOURCES | TIMELINE | COMMUNICATION
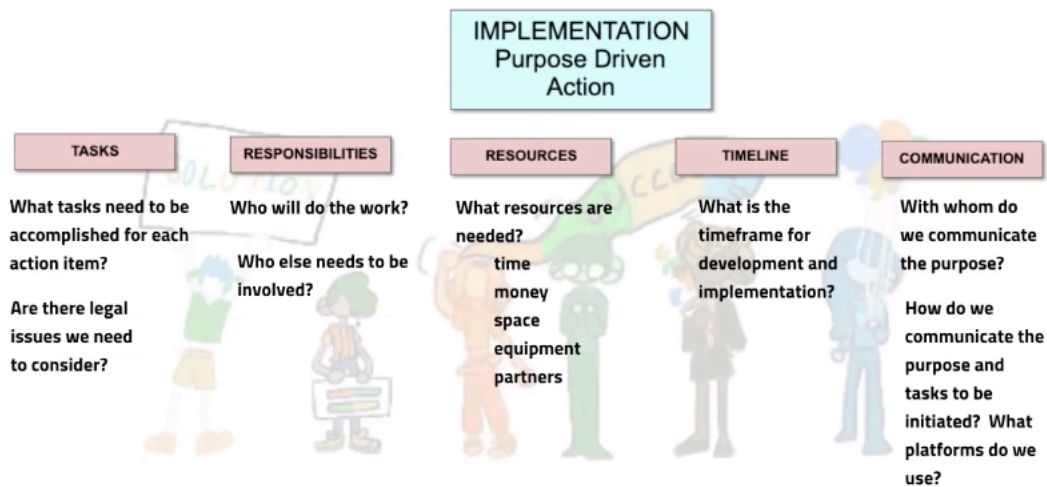
SOLUTION   SUCCESS!

As facilitators, Jamie and Jordan, will need to help the group develop a blueprint for action and accountability.

First, we need to **DEFINE NEXT STEPS** including tasks, responsibilities, resources needed, timeline, and communication strategies.

The second stage is, **IMPLEMENTING ACTION STEPS.**

Stage three is **REFLECTING** to monitor impact and adapt as needed.

STAGE 1: DEFINING NEXT STEPS

IMPLEMENTATION Purpose Driven Action

TASKS	RESPONSIBILITIES	RESOURCES	TIMELINE	COMMUNICATION
What tasks need to be accomplished for each action item? Are there legal issues we need to consider?	Who will do the work? Who else needs to be involved?	What resources are needed? time money space equipment partners	What is the timeframe for development and implementation?	With whom do we communicate the purpose? How do we communicate the purpose and tasks to be initiated? What platforms do we use?

In stage one we emphasize the project purpose and then for each prioritized action item ask the questions:

- What tasks need to be taken for each agreed upon action item?
- Are there legal issues we need to consider?
- Who will do the work?
- Who else needs to be involved?
- What resources are needed? time, money, space, equipment, partners
- What is the timeframe for development and implementation?
- With whom do we communicate the purpose?
- How do we communicate the purpose and tasks to be initiated? What platforms do we use?
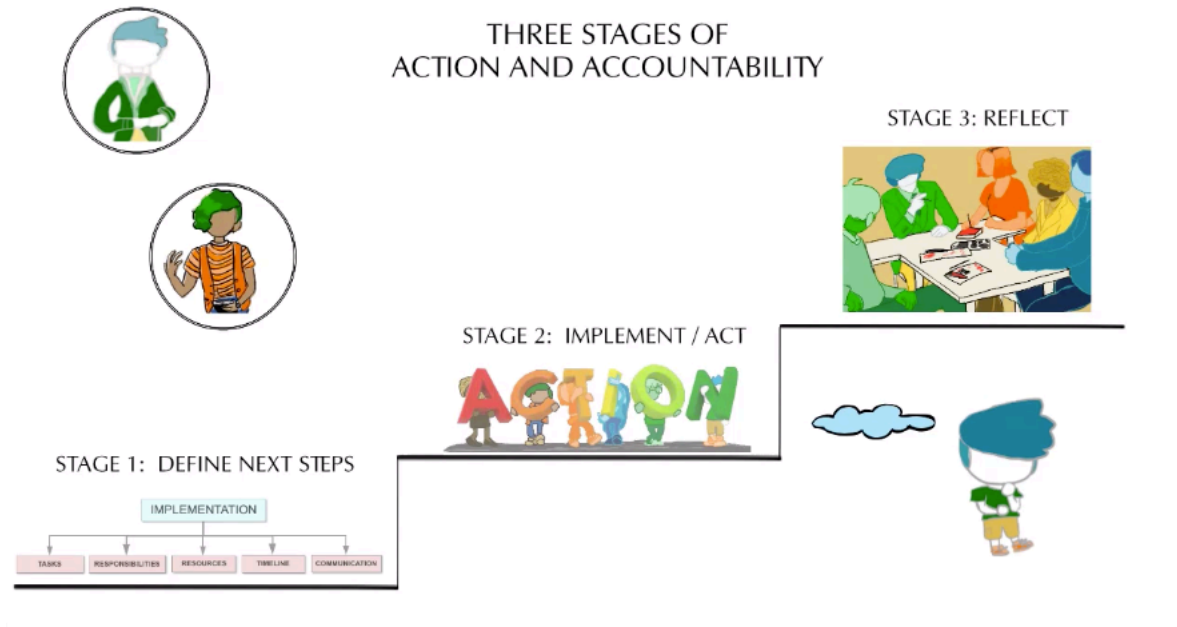
STAGE 2: ACTION

EMPOWERING THE TEAM

Stage 2 is ACTION

Communicating the vision, building upon people's expertise, having the authority to make decisions, and providing support empowers people to act.

- With whom do we communicate the key initiatives?
- How do we communicate the purpose and tasks to be initiated using which platforms?
- How do we build ownership with other stakeholders?
- Where does this initiative fit within the organizational structure?
- Who is responsible for initiating tasks and who has authority to ensure they are completed?
- What is the budget for this project?
- How do we keep track of progress? (calendar)
- When we come upon a barrier, what process will we use to navigate around it?
- How do we make sure we keep focus on the project purpose and not get sidetracked by individual needs?

THREE STAGES OF
ACTION AND ACCOUNTABILITY

STAGE 3: REFLECT

STAGE 2: IMPLEMENT / ACT

ACTION

STAGE 1: DEFINE NEXT STEPS

IMPLEMENTATION

| TASKS | RESPONSIBILITIES | RESOURCES | TIMELINE | COMMUNICATION |

Stage 3 is Reflection.

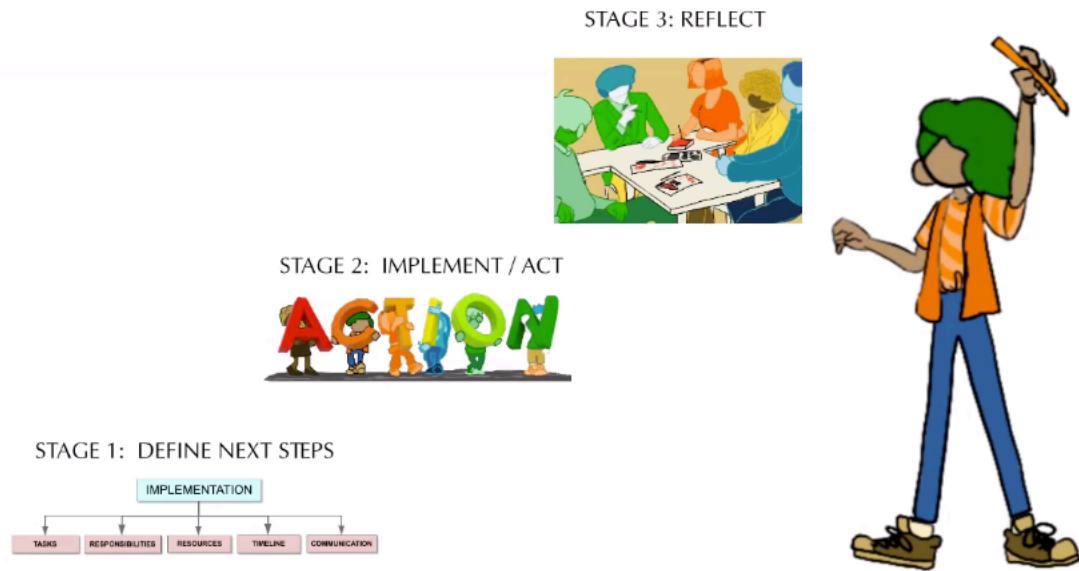Reflection takes place both in-action and after-action.

STAGE 3: REFLECTION
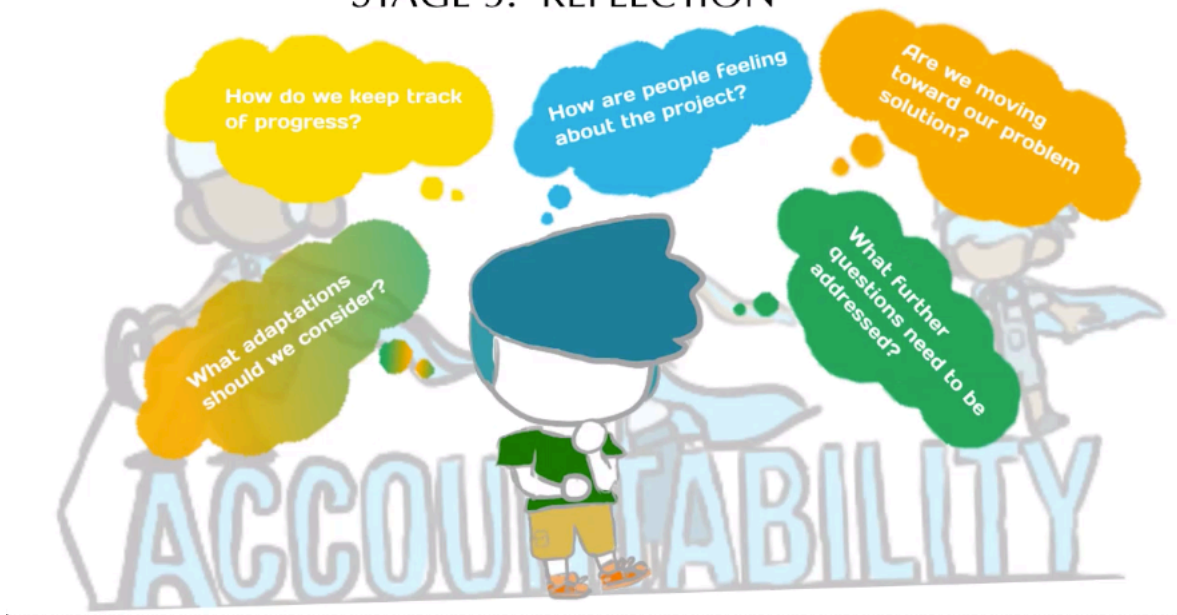
Some essential questions to ask yourself are:

- How are people feeling about the project?
-
- What are people asking or saying about the project?
-
- How is the implementation team feeling about progress?
-
- How do we keep track of progress of implementation?
-
- What further questions or considerations need to be addressed?
-
- What adaptations should we consider?
-
- Are we moving toward our original problem solution, our vision?
- Is what we are doing making a difference?

STRATEGIC THINKING

STAGE 3: REFLECT

STAGE 2: IMPLEMENT / ACT

ACTION

STAGE 1: DEFINE NEXT STEPS

IMPLEMENTATION

| TASKS | RESPONSIBILITIES | RESOURCES | TIMELINE | COMMUNICATION |

When Defining the Next Steps, Taking Action, and Reflection are well executed, strategic thinking becomes possible.

STRATEGIC THINKING

✓ See the big picture.

✓ Plan ahead.

✓ Put thought into action.

✓ Maintain focus on storyboard outcomes and essential questions.

✓ Decisions and actions should be grounded in the project vision and purpose.

PURPOSE VISION ACTION

- Strategic Thinking involves seeing the big picture, planning ahead, and putting thought into action.

- Maintaining focus on the project planning document will keep you focused on the project's essential questions.

- Regularly revisiting the project summary will guide you in implementation.

- When unanticipated challenges arise, decisions on how to move forward should be grounded in the project vision and purpose.

- Strategic thinkers are always aware of emerging opportunities and can pivot to take advantage of new information. They foster a learning organization that is constantly seeking improvement and innovation.

Compression Planning

Design

Storyboard

Action

Accountability

Taking action and monitoring progress to ensure accountability is where the rubber meets the road.
Impact only happens when strategic action and accountability are a priority.

They are critical components of compression planning along with Design and Storyboarding.

APPENDIX A   TOOL TO MONITOR IMPLEMENTATION

INITIATIVE: Identify the area of action to be implemented based upon Storyboard priorities.

Place a check mark identifying the focus area of this action and accountability plan:

☐   Focus Area 1   ☐   Focus Area 2

☐   Focus Area 3   ☐   Focus Area 4

Action essential question: How will we ensure that …(action to be implemented)?

Strategy	Implementation Date	Person(s) Responsible	Evidence of Action	Cost and Resources Needed	Completion Status (Started, Developing, Completed)
Describe specific steps to be taken.	Targeted date to start action steps.	Who is responsible for this task.	Specific description of tasks initiated or completed	Projected cost of this action item.	Current status of steps taken including outcomes, challenges, adaptations, and date(s).

An action plan should be developed for each focus area identified as a priority through the Storyboard process. This provides clarity of action steps to be taken, responsibilities, resources needed, and an ongoing reflection of the status of implementation.

CREDITS

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