ToP Design Pattern	Creating the Action Timeline	May 2009

The Big Picture

The Action Planning Workshop					
Introduction Whole Group	**Developing Specific Action Plans** Teams Use the Action Planning Workbook			**Consensus Plenary** Whole Group	
Preparing for Action Planning	**Determining the Measurable Accomplishment**	**Deciding on the Specific Actions**	**Creating the Action Timeline**	**Coordinating the Groups Plans**	**Launching the Action Phase**

Name	Creating the Action Timeline
Overview	This Design Pattern will result in an action timeline. It involves: ▪ Placing the actions in sequence ▪ Assigning responsibility ▪ Create a budget estimate *Groups working on a single strategy* will work as a whole group. *Groups working on multiple strategies* will work in teams and use the Action Planning Workbook.
Metaphor	Like writing in a daytimer
Graphic	Project Purpose → Strategic Environment → Measurable Accomplishments → Key Actions → Action Timeline → Coordinated Plans
Level of thinking	This Design Pattern is primarily at the interpretive and decisional levels. It moves between them. The primary focus is at the decisional level.
Pattern of Collaboration	The key collaborative pattern in play in this Design Pattern Is organizing. This is focused on a workable sequence of actions scheduled on a timeline and related to the group's actual calendar.
Role	This is the final step in which all of the previous steps come to fruition. This is where people see the real work before them and are able to see themselves acting it out.
Best uses	This Design Pattern is best used to create practical action schedules
Do not use	Avoid using this kind of pattern when doing visionary thinking.
Group size	4 – 10
Space needs .	Groups working on multiple strategies will need working space so their voices do not interrupt the work of other groups.

Timeframe	30 minutes

Objectives

Rational Aim	Create a practical timeline of actions to implement the measurable accomplishment.
Experiential Aim	The group will clearly see a way forward and be ready to implement their plan.
Product	An action timeline of tactical steps to implement the measurable accomplishment.

Script

Context

We are looking for a schedule of specific actions that will achieve this measurable accomplishment.

Create the Action Timeline - page 2 - #14

- Write the name of the Strategy on the top line.
- Copy the Measurable Accomplishment from page 1 - #10 into #15

The timeline is depicted in time blocks. This should have been done in the introduction to the workshop.

Place Actions in Sequence

This is where the sequencing in step 12 is placed on an action calendar. The key is to make it realistic and workable.

- Put actions in the time block where you will begin them.

Work with the sequencing until it is apparent you have a truly workable action plan.

It will be necessary to coordinate planning with real calendars, schedules and previously made commitments.

Assign Responsibility - page 2 - #16

Name the specific individuals and/or groups who are responsible for implementation.

Create Budget - page 2 - #17

The most realistic estimate possible of cost in terms of money and time will enable a check on the realism of the action plan and enable allocation of human and financial resources. This is only an estimate. The organization may require a more extensive and detailed budgeting and approval process,

Preparing for the Plenary

For each measurable accomplishment, write on individual cards

- The Measurable Accomplishment
- Each action
- The Implementing Team
- The Cost
- The Slogan or Image

Put all the cards on the action timeline for the plenary session.

Select one team member to make the report to the group.

Groundrules	

Using this design pattern in a face to face environment

Materials	• An Action Planning Workbook for each person. • A flip chart and markers are very helpful if the group is larger that 5 – 6 people. • A small group can work directly with the Action Planning Workbook.
Preparation	
Challenges	The key challenge in this Design Pattern is scheduling actions in a way that will complete the measurable accomplishment and fit with existing calendars and schedules.
Tips	Be sure everyone has their own schedules and calendars available. People need to be very conscious of their existing workloads and real schedules. Take into account the season, upcoming holidays and the time people will actually have to do this work.
Modifications	

Using this design pattern in a virtual environment

Virtual Tools	
Modifications	
Preparation	
Challenges	
Tips	
Example	