# Alternative Uses for Action Planning Components

The various process tools in Action Planning can also be used independently to support other collaborative processes. The groups brainstormed ways to used each of the parts of action planning in new and exciting ways.

- Make sure everyone is clear about what has already been decided before embarking on a discussion about options
- Use visuals to reinforce what is already known when possible
- Enlist pairs or small groups to review and discuss what is known and report out when that deepens the group's understanding

- Use a victory chart at the beginning of a project to understand what the group wants and at the end to evaluate the process.
- Use to define expectations of new interns and staff.
- Use to generate group excitement about a project or event as they imagine what they could accomplish.
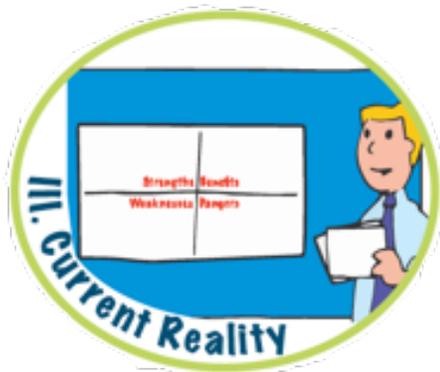
- Can use on separate charts as part of strategic planning. Write the charts with the full questions in advance and rotate small groups between them.
- Brainstorm ideas for upcoming staff meetings?
- Assess an event that was just completed.
- Engage the group in a quick readiness check.
- As part of a strategic planning process, put each question on a separate chart and have the teams rotate to fill in each chart to determine the state of team readiness.

- Identify a graphic/symbol that reminds them what is their commitment. Example: picture of geese flying together can visually the group that when geese fly, they fly as a group - no one gets left behind.
- Asking this question is good with any group decision. What are WE committed to? It really get's to people's willingness to take on a task.
- Have group members sign the sheet with the group's commitment.

V. Key Actions

- Think through the steps I need to take to complete an assignment
- Help a group break down a task that seems too big and scary.
- Make sure to identify who will be taking each action needed.
- Do key actions on cards or a chart - a list of key actions is appropriate when planning any event.

- Make the key steps very visual so they are easy to see and affirm if on time or tardy
- The calendar documentation on one page is a good way to display any project plan so everyone is on the same page.
- When there is a hard deadline or mandate, use the sticky wall to layout the tasks with the implementing group so everyone is clear what needs to be done

VI. Calendar

VII. Coordination

- Check in to affirm that teams have what they need to achieve what they said they would do.
- The questions in the manual are useful to ask for any project. How will we coordinate our efforts? Where might we need a second look at timing? What resources are needed and how will we obtain them?

- Resolve and reflection should be a part of every meeting – even if 5 minutes. It gives closure.
- This is a great way to end every meeting.
- Be clear about what was decided and the agreed upon next steps.

VIII. Resolve