

ToP Design Pattern	Review the Measurable Accomplishments	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	Review the Measurable Accomplishments
Overview	<p>This Design Pattern will result in a set of measurable accomplishments for the whole initiative. Groups will post their measurable accomplishments on the action timeline and the review takes the form of brief reports and a conversation about them.</p> <p>For groups working on a single strategy, the focus will be on the measurable accomplishments. The conversation should go very quickly and move the final few questions.</p> <p>For groups working on multiple strategies, the whole group will gather back together. The focus will be on measurable accomplishments and the various strategies. The full conversation is needed, because the individual groups need to hear and reflect on the whole.</p>
Metaphor	Step to the side of the road and check the directions
Graphic	<pre> graph LR A[Project Purpose] --> B[Strategic Environment] B --> C[Measurable Accomplishments] C --> D[Key Actions] D --> E[Action Timeline] E --> F[Coordinated Plans] </pre>
Level of thinking	This Design Pattern is primarily at the decisional level.
Pattern of Collaboration	The key collaborative pattern in play in this Design Pattern is consensus formation.
Role	This step is focused on determining the measurable accomplishments for the whole initiative.
Best uses	This Design Pattern is best used to review and coordinate the work done by working groups.
Do not use	
Group size	4 - 40

Space needs	A space large enough for the whole group to meet. A seating arrangement that allows everyone to see the front of the room
Timeframe	20 - 30 minutes

Objectives	
Rational Aim	Review and form consensus on the measurable accomplishments for the initiative
Experiential Aim	The group will see the practical focus of each part of the initiative
Product	A consensus on the measurable accomplishments.
Script	
Context	
<p>We want to review our work on measurable accomplishments and form consensus to go forward with them.</p>	
<p>Review the Measurable Accomplishments While the groups are working, prepare the Action Timeline on the wall</p> <p>For groups working on multiple strategies, gather the group back together.</p> <p>Have them put their measurable accomplishments on the action timeline.</p> <ul style="list-style-type: none"> ▪ Read the possible measurable accomplishments, one at a time. A single sentence of explanation is often helpful. <i>For groups working on multiple strategies</i>, report one strategy at a time.. ▪ Immediately after each one is read, ask the group for 'questions of clarity.' This is only to ensure that the group understands the measurable accomplishment. <p>Hold the following conversation about them.</p> <ul style="list-style-type: none"> ▪ What words stand out for you? ▪ Which ones appear to be specific and measurable? ▪ Which appear to be most achievable within the time frame? ▪ Which ones seem to be most relevant or appropriate? ▪ Is there appropriate synergy among them? Will this set of measurable accomplishment move this whole forward toward our larger purpose? ▪ Which ones seem to need some adjustment? <p>This is the time to make specific adjustments to the measurable accomplishments.</p> <ul style="list-style-type: none"> ▪ With these adjustments made, are these the measurable accomplishments we need at this time? 	
Groundrules	Be wild and creative

Using this design pattern in a face to face environment	
Materials	<ul style="list-style-type: none"> ▪ An Action Timeline that is at least 8 feet long and 6 feet high. A full sized white board works well. ▪ A flip chart and markers to display the reporting format
Preparation	Prepare the Action Timeline either before the workshop or while the individual groups are working.
Challenges	The key challenge in this Design Pattern is ensuring practicality.
Tips	<p>For measurable accomplishments needing adjustment,</p> <ul style="list-style-type: none"> ▪ Clarify the concern. ▪ Ask for recommended changes. <p>This may be enough to make the necessary adjustment. If it is not,</p> <ul style="list-style-type: none"> ▪ Review the groups work, especially their scan of the strategic environment. ▪ Ask the group for suggestions. ▪ Clarify the indicators of success – especially for any measurable accomplishments that appear to be somewhat abstract. ▪ Where there appear to be overlapping accomplishments, either clarify the assignment or refine each one so it is specific and appropriate to the given strategy.
Modifications	
Using this design pattern in a virtual environment	
Virtual Tools	
Modifications	
Preparation	
Challenges	
Tips	
Example	