

Transitioning to Action Planning

Developing a State Action Plan Toolkit

Purpose: This tool is designed to plan the discussion that will assist the task force to transition into working on a state action plan based on the state-level recommendations.

Users: State facilitator and chairs

Suggestions for Use: The graphic and table below outline key issues that should be considered in the transition from making recommendations to creating the state action plan. It can be useful to have your consultant facilitate the actual discussion. In this case, the consultant should work closely with the task force chair and facilitator to plan the discussion.

While there may not be time to have a full discussion on each item, we recommend that the task force make high-level decisions for each item and then establish clear responsibilities for next steps. It may be helpful to split into small working groups for some discussion, which can be an effective way to define the charge and membership of the working groups.

Additional resources to support the work are identified in blue italics. These resources are included in this document and are also available on the Dana Center website as individual files.

Some things to think about . . .

Preparing for the Discussion

The discussion will be most effective if some draft ideas for the task force are prepared in advance. For example, instead of asking the task force members to define topics the working groups, the chair and state facilitator should present a proposal for working groups on certain topics. The task force members can then revise the proposal if needed. This approach jump-starts the conversation and allows more time to be focused on issues in which discussion will be most valuable.

What Resources Are Available?

Chairs of working groups should know what resources will be available to support travel and meeting costs. It will be helpful if the chairs and state facilitator have this information in advance of the task force meeting.

Transitioning to Action Planning Guide

Goal: Develop a state action plan with the timeline, milestones, and key activities that will lead to the enactment of the math task force recommendations.

Math Task Force Creates Recommendations



Working Group Activity		Task Force Activity
Establish Working Groups to Enact Task Force Recommendations	Establish Working Group for Communication and Engagement Plan (CEP)	Define New Task Force Role
<p>Step 1: Task force establishes working groups to plan and enact recommendations.</p> <p>Step 2: Working group chairs recruit and prepare members.</p> <p>Step 3: Working groups prepare and submit state action plan and written summary to task force.</p>	<p>Step 1: Task force establishes a working group that plans external communications about math pathways among and within state-level stakeholder groups.</p> <p>Step 2: Working group chairs recruit and prepare members.</p> <p>Step 3: Align state recommendation working group's communication and engagement suggestions to a central CEP.</p> <p>Step 4: Information about state-level recommendations and ongoing work for state action plan is disseminated.</p>	<p>Step 1: Task force creates plan for ongoing role and oversight.</p> <p>Step 2: Task force reviews working groups' state action plans and progress on communications and engagement plan.</p>

Once draft action and communication and engagement plans are received from each working group, the task force will complete the following activities:

Draft State Action Plan.

Review and Vet the Plan for Feedback.

Finalize State Action Plan for Enacting Recommendations.

The following table builds on the Transitioning to Action Planning Guide to identify key issues that should be decided by the Task Force in the transition to the next phase.

Working Group Activity		Task Force Activity
Establish Working Groups to Enact Task Force Recommendations	Establish Working Group for Communications and Engagement Plan (CEP)	Define New Task Force Role
<p>Leadership: Appoint a chair or co-chairs. Consider if chairs should be members of the task force.</p> <p>Number: It may be appropriate to assign a working group to each recommendation or to some recommendations if they may be combined into one group.</p> <p>Membership: Consider what stakeholder groups should be represented.</p> <p>Connections: Make connections with other state-level initiatives and task force recommendations, especially when selecting/deciding working group members.</p> <p>Charge and deliverables: Define a clear and specific charge for each group and identify deliverables.</p> <p>Timeline: Set deadlines for deliverables.</p> <p><i>Resource: Establishing a Working Group</i></p>	<p>Dissemination of recommendations: Plan for dissemination of the task force recommendations or report. Consider different audiences, events, and media (e.g., online, print) through which information can be disseminated. Consider creating opportunities for discussion among stakeholder groups.</p> <p>Ongoing communication: Create a plan for communicating updates about the work. Consider if individual working groups should be responsible for communications or if all communications should go through the Task Force Steering Committee.</p>	<p>Role: Agree on the ongoing role of the task force, especially how much oversight the task force should exercise over the working groups. It might be appropriate to establish a small steering committee for the task force's ongoing work.</p> <p>Logistics: Plan for how the task force will continue to operate through meetings, email, phone calls, etc.</p> <p>Internal communications: Plan for how work across working groups will be communicated and coordinated. Pay particular attention to areas in which different working groups will impact one another.</p>
NEXT STEPS		
<p>After the working group chair recruits members and decides on structures and processes to meet the charge, the chair will prepare new members for the work.</p> <p><i>Resources: Preparing Working Group Members; State Action Plan Template (Excel) with Sample Plan</i></p>	<p>Working group implements the communication and engagement plan. This may also include gathering feedback from stakeholders.</p> <p><i>Resources: Effective Practices for Communication and Engagement; Communication and Engagement Plan Template</i></p>	<p>State facilitator and chairs set up future meetings, phone calls, or email communications.</p> <p>Task force reviews working group deliverables and compiles the draft-to-finalized state action plan.</p> <p>Ongoing external communications are disseminated to the field, and feedback is funneled back in.</p>