Planning for Action Planning

# Action Planning

| Tasks | Current Status | How | Who/When | Materials/Tools |
| --- | --- | --- | --- | --- |
| Build background regarding state requirements for action plans. |  |  |  |  |
| Identify additional addendum (for federal requirements) that we must complete.Complete all required addenda forms. |  |  |  |  |
| Review prior year major improvement strategies for alignment to current priority performance challenges and root causes. Determine if you will: continue (update status of action steps), continue with modification (make modification to action steps), or redirect resources away from each. |  |  |  |  |
| Develop any needed new major improvement strategies (focus on one or more priority performance challenge and associated root cause(s)), describe a preferred future if root causes were eliminated, brainstorm strategies, develop a theory of action, and write as a major improvement strategy). |  |  |  |  |
| For each major improvement strategy, develop/update action steps (describe timeline, key personnel, resources, implementation benchmarks, status). |  |  |  |  |