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| **DEVELOPING YOUR ACTION PLAN** | | | |
| This tool includes information on action planning and a template for your use is available at the end of the document.  Once you have completed the initial After Action Review (AAR) discussion, your team should develop an Action Plan. This involves making a list of your successes and areas for improvement, developing recommendations based off of those, and devising a plan to implement those recommendations. The note-taker should summarize key points, and then the group should form a consensus around recommendations to add to this list. Recommendations should be as specific and actionable as possible. You should also discuss and establish resources needed for each recommendation and who on your team is responsible for implementing the recommendation. You may also want to consider looking at other action planning templates and resources if this one does not feel like a good fit for your team, as there are many available online that include additional details like evaluation outcomes and deadlines.  Your list should include both successes and areas for improvement, and should avoid assigning blame or credit. The facilitator should ask clarifying questions of the group as needed and make sure everyone understands the action plan. | | | |
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| ***Finding Consensus:***  As mentioned above, recommendations should only be added to this list if there is consensus on them within the group. If there is not, the facilitator should ask clarifying questions to transform the recommendation into something everyone can agree on. Asking questions like, “What could be added or taken away from this recommendation for you to agree with it?” or “What about this recommendation doesn’t work for you?” may be helpful in clarifying and building consensus. | | | |
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| ***Prioritizing & Streamlining:***  If you have a lot of recommendations on your list, you may want to have a conversation about prioritizing and identifying which goals make the most sense to address first. There are many ways you can go about this, but one option which may be helpful in this conversation is using a decision-making tool like a 2x2 Matrix. WCASA has developed a [2x2 Matrix Tool](https://www.wcasa.org/wp-content/uploads/2021/09/AAR_2x2Matrix_9-21.docx) for you to use in this process. | | | |
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| **EXPLANATION & EXAMPLE:** | | | |
| ***Success or Area for Improvement*** | ***Recommendations*** | ***Resources Needed*** | ***Person/Team Responsible*** |
| *This is the area of success or area for improvement that was identified throughout the group discussion.* | *This is the change you will be making to address areas for improvement or the action you will be taking to build on this success and address this area for improvement.*  *This should be as specific and actionable as possible.* | *This should include everything that is needed to accomplish this task. Take note of resources that aren’t already at your disposal.* | *These are the people who are responsible for carrying out this task. Take note of who the burden is falling on across all items to avoid putting too much on any one staff.* |
| We adapted the prevention sessions that we usually do in-person in classrooms to a series of online, asynchronous learning modules. Students and teachers loved them and really valued the flexibility. | We are going to use a similar model for our volunteer training starting next year. | Program for developing learning modules, staff time, and volunteer training curriculum | Volunteer Coordinator, with support from staff, as needed |
| Continue utilizing online modules when back to presenting in-person and use classroom time for interactive, skill-building sessions. | Staff time to develop new in-person sessions | Prevention Team |
| We were inconsistent in providing victim accompaniment. We relied heavily on volunteers for this service pre-pandemic and struggled with keeping volunteers connected and involved. We lost some long-time volunteers, and we are left with a small group. | Increase volunteer recruitment efforts on the nearby college campus – it is a population we haven’t tried to recruit from in the past | Staff time, flyers, presentation for student orgs | Volunteer Coordinator and Campus Advocate |
| Send thank you gifts to former volunteers, including info on our new online training modules and protocols with the goal being that some may be interested in returning | Staff time, gifts, volunteer training modules, mailings with info on modules and protocols | Volunteer Coordinator |
| **RESOURCES & SUPPORT:** | | | |
| ***Resources:***  These resources, also referenced in the After Action Review Guide, also contain sections and/or templates for Action Planning. Some include additional detail, and some provide more simplified templates. It may be helpful for you to explore other options and customize this tool to fit your needs.  [After Action Review / Improvement Plan: Strategic Planning Toolkit](https://itcaonline.com/wp-content/uploads/2020/11/ITCA-AAR-Toolkit-Final-09.01.2020.pdf)  Inter-Tribal Council of Arizona, Inc.  [COVID-19 After Action Review Toolkit](https://www.mathematica.org/features/covid-19-after-action-review-toolkit)  Mathmatica  [Guide to the After Action Review](https://www.cebma.org/wp-content/uploads/Guide-to-the-after_action_review.pdf)  VA Center for Implementation Practice & Research Support / VA Office of Quality & Performance  ***Support:***  WCASA Evaluation Coordinator, Megan Murray ([meganm@wcasa.org](mailto:meganm@wcasa.org)), is available for any support you may need throughout this process. Please reach out if you have any questions or need help customizing these tools to meet the needs of your program. | | | |

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| **ACTION PLANNING TOOL:** | | | |
| ***Success or Area for Improvement*** | ***Recommendations*** | ***Resources Needed*** | ***Person/Team Responsible*** |
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