

ToP Design Pattern	<b>Coordinating the Group's Plans</b>	May 2009
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## The Big Picture

The Action Planning Workshop					
<b>Introduction</b> <small>Whole Group</small>	<b>Developing Specific Action Plans</b> <small>Teams Use the Action Planning Workbook</small>			<b>Consensus Plenary</b> <small>Whole Group</small>	
<b>Preparing for Action Planning</b>	<b>Determining the Measurable Accomplishment</b>	<b>Deciding on the Specific Actions</b>	<b>Creating the Action Timeline</b>	<b>Coordinating the Group's Plans</b>	<b>Launching the Action Phase</b>

<b>Name</b>	Coordinating the Group's Plans
<b>Overview</b>	<p>This Design Pattern will result in a coordinated set of action plans for the whole initiative. It involves:</p> <ul style="list-style-type: none"> <li>▪ Team reports</li> <li>▪ Reviewing and refining specific action plans</li> <li>▪ Review and Refine Whole Action Plan</li> </ul> <p><b>For groups working on a single strategy,</b> the focus will be on coordinating actions toward the measurable accomplishments. The plenary session will be a review and an opportunity to see the whole plan laid out on the wall.</p> <p><b>For groups working on multiple strategies,</b> the focus will be on coordinating actions among the various strategies. The plenary will enable groups to share their thinking and plans. It will allow the whole group to see and coordinate the whole plan.</p>
<b>Metaphor</b>	Pulling it all together
<b>Graphic</b>	<pre> graph LR     A[Project Purpose] --&gt; B[Strategic Environment]     B --&gt; C[Measurable Accomplishments]     C --&gt; D[Key Actions]     D --&gt; E[Action Timeline]     E --&gt; F[Coordinated Plans]   </pre>
<b>Level of thinking</b>	This Design Pattern is primarily at the decisional level levels.
<b>Pattern of Collaboration</b>	The key collaborative pattern in play in this Design Pattern is consensus formation.
<b>Role</b>	This step is focused on coordinating the whole plan.
<b>Best uses</b>	This Design Pattern is best used to coordinate the work done by working groups.
<b>Do not use</b>	
<b>Group size</b>	4 - 40

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

<b>Objectives</b>	
<b>Rational Aim</b>	Refine the action timeline and formalize the consensus to move forward with these plans.
<b>Experiential Aim</b>	The group will express their consensus and commitment to implement these plans.
<b>Product</b>	A fully coordinated action plan.
<b>Script</b>	
<b>Context</b>	
We want to bring these plans together so we can coordinate our action and express our consensus to implement them.	
<b>Preparing for the Plenary</b>	
Be sure all the cards have been placed on the action timeline and are readable by the group.	
<b>Introduce the Plenary Process</b>	
The plenary session gives everyone the whole picture of the plans, to refine plans where necessary and to coordinate actions and events for greater effectiveness.	
The facilitator puts the reporting format on a flipchart, then follows the process, team by team, letting each team finish its report before the whole group responds.	
<b>Team Reports</b>	
Each working team makes the following report.	
<ul style="list-style-type: none"> <li>▪ For groups working on multiple strategies, identify the strategy</li> <li>▪ Read the Measurable Accomplishment: By ...(date), we are committed to ...(read the measurable accomplishment from the card)</li> <li>▪ Make a quick summary of actions...(read the cards and make a brief explanation)</li> <li>▪ The cost of this action plan is...(read from the card)</li> <li>▪ The team that will implement this action plan is...(read from the card)</li> <li>▪ Slogan/symbol - show it – shout it – sing it.</li> </ul>	
<b>Review and Refine Specific Action Plans</b>	
After each report, the facilitator asks the whole group the following questions:	
<ul style="list-style-type: none"> <li>▪ Are there questions of clarity? (“Please explain what you mean by ...?”)</li> </ul>	
It is important to begin with questions related to basic understanding of the action plan. Other types of questions wait until the group clearly understands the report.	
<ul style="list-style-type: none"> <li>▪ Is this the measurable accomplishment we need for this initiative? Is it bold enough? Is it possible? Adjust if necessary.</li> <li>▪ Are these the actions that are necessary to complete this measurable accomplishment? Adjust if necessary</li> </ul>	
It must be clear that it is the content of the action plan itself that is being discussed rather than the team of	

<p>people who created it. Do not remove or change items unless there is a clear group consensus to do so.</p> <p>Actions may be added or moved around if necessary at this point. Do not remove or change items unless there is a clear group consensus.</p> <p><b>Review and Refine Whole Action Plan</b> Ask the group, "Is this the overall plan we need?"</p> <p>This is the time to look at the plan as a whole. Ask the group to look at the actions within each time block. There still may be modifications. Be sure that any changes are a group consensus.</p> <p>When any necessary changes have been made and consensus has been reached, confirm the group's consensus by clapping or whatever is culturally appropriate.</p>	
<b>Groundrules</b>	Changes to the action plans are made with the consensus of the whole group.

<b>Using this design pattern in a face to face environment</b>	
<b>Materials</b>	<ul style="list-style-type: none"> <li>▪ An Action Timeline that is at least 8 feet long and 6 feet high. A full sized white board works well.</li> <li>▪ A flip chart and markers to display the reporting format</li> </ul>
<b>Preparation</b>	Prepare the Action Timeline while the individual groups are working
<b>Challenges</b>	The key challenge in this Design Pattern is the tension between wanting to quickly bring closure to an involved process and doing the necessary due diligence to coordinate actions and schedules. The trap is allowing the group to do the work over.
<b>Tips</b>	This should go quickly. Take enough time to ensure that the group is clear and there is consensus on the plan.
<b>Modifications</b>	
<b>Using this design pattern in a virtual environment</b>	
<b>Virtual Tools</b>	
<b>Modifications</b>	
<b>Preparation</b>	
<b>Challenges</b>	
<b>Tips</b>	
<b>Example</b>	