

STATE-BASED PLANNING TOOL WORKSHEETS

# IMPLEMENTATION

PHASE III



# MAINTAIN ENGAGEMENT

## PHASE III STEP 1

### KEEPING PARTNERS ENGAGED CREATIVELY

<b>DESIGN ACTION-ORIENTED MEETINGS</b> How will we...
Make meetings convenient?
Make meetings interesting and productive?
Keep the focus on achievable actions?
Ensure that all partners feel equally engaged and valued?
Assign responsibility for tasks?
Communicate next steps?

<b>CONDUCT ONGOING COMMUNICATION</b> How might you creatively share outstanding member contributions?
1.
2.
3.

<b>NOTES:</b>

# MAINTAIN ENGAGEMENT

## PHASE III STEP 1

### UNDERSTAND PARTNER MOTIVATION

PARTNER/MEMBER	HOW DOES THIS PARTNER BENEFIT FROM ENGAGEMENT?	HOW CAN WE USE THIS BENEFIT TO MOTIVATE?

**NOTES:**



# EVALUATE PROGRESS

## PHASE III STEP 2

<b>GOALS</b>	<b>WHERE WE WERE</b> (GOAL BASELINE STATUS)	<b>PROCESS</b> (PROGRESS ON ACTIVITIES)	<b>WHERE WE ARE</b> (GOAL CURRENT STATUS)
1.			
2.			
3.			
4.			
5.			
6.			

### NOTES:



# EXPAND AND EVOLVE

## PHASE III STEP 3

WHAT'S NEW?	WHAT'S THE POTENTIAL IMPACT?	WHAT INFORMATION IS NEEDED TO MAKE A DECISION?	WHO NEEDS TO BE INVOLVED IN THE DECISION?	WHAT CHANGE IS NECESSARY?
Funding	On Priorities...			
	On Goals...			
	On Coalition Members...			
Partner Capacity	On Priorities...			
	On Goals...			
	On Coalition Members...			
New Information	On Priorities...			
	On Goals...			
	On Coalition Members...			
Other	On Priorities...			
	On Goals...			
	On Coalition Members...			

