

# QPI Workshop #5 – Workgroup Planning and Action Items

## Activity

How / Why Ladder

Time (30 mins)

### GOAL:

Workgroups will have the opportunity to think both about why their workgroup is important / valuable / necessary, and how they will accomplish their broad goals. By coming to a consensus around the values associated with their work, and an action plan, they will begin to create a system of accountability and accomplishment for their group moving forward.

### OBJECTIVE:

Position each workgroup to create an action plan that addresses specific needs and eventually assign roles to group members.

### OVERVIEW:

- Each workgroup will have a framing statement / overview statement provided by Cecilia / Beth / Phyllis. Participants should re-write that statement in the middle of their white board.
- Participants ask the question “How?” in response to the statement, and write one answer below the statement.
- Referring to *that* answer, the group again asks “How?” and writes that answer below the previous one, creating a ladder of “how” responses.
- When that thread feels “complete,” the group should return to the main statement, ask “How?” and begin a second ladder of responses.
- Complete as many times as necessary. There can be “webbed” connections.
- Above the statement, move through the same activity, but answer the question “Why?” (“Why” ladders will be vertical.)

*\*Note – Not all ladders need to be linear; it’s perfectly OK if some of your action items or values connect to each other. If your “ladder” looks more like a web, don’t worry!*



**Activity**  
Create a Workplan

**Time (1 hour)**

**GOAL:**

Workgroups will have the opportunity to refine their action plans, assign roles and tasks, and set initial short / medium / long-term goals based off their How Ladders.

**OBJECTIVE:**

Put more structure around action items, fill in skill gaps for implementation, and create an overview for the next six months+ of QPI.

**OVERVIEW:**

- Group members should start by assigning action items to themselves – put Post-Its with peoples' names next to the items on the white board.
- Feel free to add action items as you discuss the Ladders; once you start thinking about implementation, you might realize that there are “steps” missing, so this is your time to be more detailed if that seems helpful to you.
- Finally, categorize your action steps / goals into whether you consider them short term / mid-term / or long term – i.e. what might you be able to accomplish by next month’s meeting, after six months, and then in a year?
- Each group should delegate one “secretary” to take notes for this part of the workshop. Consider setting up a document like this on a laptop (provided):

**Ladder Thread #1**

**Action Item #1 – Group Member Responsible – Due Date - Notes?**

**Action Item #2 – Group Member Responsible – Due Date - Notes?**

**Ladder Thread #2**

**Action Item #1 – Group Member Responsible – Due Date – Notes?**

- Facilitators will collect these documents via email to help keep you accountable as you move through the implementation process.
- Take special note of any action items that feel “beyond your scope” – i.e. no one in your group has the right skills, connections, etc. to implement anything.
- Also take note of ideas that you feel need collaboration with another work group.

**DEBRIEF (last 30 minutes of workshop)**

- All groups will share out their general plans, focusing on:
  - Major goals – what do you want to accomplish over the next 6 – 12 months?
  - Support – what action items do you need to complete in partnership with another workgroup?