



Essential Actions Steps

Tips on Filling out Your Template

At Building Communities, we have worked very hard to make this strategic planning process as efficient and effective as possible for you. In just three days together we have considered all of the factors necessary for your success, listened to your neighbors, considered all the resources needed for implementation, and selected strategies.

We believe for the plan to be successful, the next two steps are totally up to you (but we are still here to help).

First, it is time to complete the Essential Action Steps Planner. We get the ball rolling by recommending the specific steps you will need to take. Then it is up to you to self-assign “who will do what by when” and “with what resources.” You will also need to define what constitutes successful implementation.

Second, it will be up to your Steering Committee to implement the plan.

Completing the Essential Action Steps Planner is simple and straight-forward. Our experience, however, also shows that if Steering Committees do not complete this work within two weeks of Plan Week, needed momentum is lost.

So, here are the tips:

- 1) Plan Directors should immediately distribute the EAS Planner Templates to the Strategy Leads.**
- 2) Strategy Leads should immediately convene their sub-committee(s) to complete the template(s).**
- 3) Completing a Strategy Template should take no more than 90 minutes!**

Example		Tips	
Strategy: Value-Added Agriculture			Specific steps are provided for every strategy
Action Step:	Convene producers to determine existing and projected volumes of one or more commodities (Organizing)		For each Action Step, clearly specify what needs to be done
Lead Organization:	Jackson County Livestock Association (JCLA)		Note: There are three type of Steps (organizing, planning, and implementing)
Lead Contact:	Tom Hargraves, Executive Director		Provide sufficient contact information
Phone:	(702) 555-6733		Be realistic with the timeframe
Email:	hargraves@jcla.org		What is the source and estimated amount of money needed?
Deadline/ Status:	JCLA will hold the meeting before June 30, 2012.		Who is going to do the work? Make sure they are capable and willing.
Financial Resources:	JCLA will provide meeting snacks at a cost not to exceed \$50.		What technical resources will be needed? This is the required know-how needed to do the work.
Human Resources:	The JCLA Executive Director will plan, call, convene, and run the meeting. The JCLA Executive Assistant will promote of the meeting, including emails and a notice in the monthly newsletter. The Executive Assistant will also take and distribute meeting notes.		Specifically define what success will look like. This will likely be a quantitative measure.
Technical Resources:	JCLA will research the volumes of agricultural commodities currently produced within our three-county region.		This section will be filled out over time. It can be left blank during plan development.
Performance Measures:	20 or more producers will attend the meeting.		
Updates:	None yet.		