

Handout 26

DCA Action Planning Recommendations



Action	✓ if Completed	Follow Up Notes
<p>1. Set a date and time in the meeting for a subsequent action planning meeting.</p>		
<p>2. Review Items with scores of 0 and 1</p>		
<p>a. Revisit items/comments documented on Action Items list in these areas to inform action planning</p>		
<p>3. Identify at least three areas for action planning that may be completed within the next 3 months and will be set as regular items on meeting agendas</p> <ul style="list-style-type: none"> a. Look for Quick wins or those items that immediate movement can be made on b. Identify items that potentially have big impact long term (e.g., policy documents) 		
<p>4. Define the Action(s) to be taken.</p> <ul style="list-style-type: none"> a. Who is responsible b. When it will be accomplished c. Create a progress monitoring schedule for problem solving 		

