**Implementation Planning Guide - Part 1 & 2**

2-hour design activity to kick-off implementation planning

[Part 1](#z1fz8gkumka5) (1 hour)

[Part 2](#1io3m2etcob0) (1 hour)

**Part 1**

Work in small groups consisting of 2-3 people. Each small group works on 1-2 outcomes.

**Step 1 -** Dream BIG and identify aspirational and immediate strategies (15-20 min)

* Idea Post 1 [~1 min]

*What could we do?*

* + 1 idea/sticky note - post & organize on [Could→Should→Will Map](https://www.arizonafuture.org/media/mfcc04jb/could-should-will-map.docx)
* Idea Post 2 [~1 min]

*What should we do?*

* + 1 idea/sticky note - post & organize on [Could→Should→Will Map](https://www.arizonafuture.org/media/mfcc04jb/could-should-will-map.docx)
* Idea Post 1 [~1 min]

*What will we do?*

* + 1 idea/sticky note - post & organize on [Could→Should→Will Map](https://www.arizonafuture.org/media/mfcc04jb/could-should-will-map.docx)

**Step 2** - Share and discuss ideas on the [Could→Should→Will Map](https://docs.google.com/document/d/1rQukqiR64Ks1t0AbYT0gSU7MbuxsdF7XRdLb5otR544/edit?usp=sharing) (35 min)

* Reflect individually [5 min]
  + What threads and themes do you see?
  + Which aspects of the COULD and SHOULD columns are missing in the WILL column?
  + Which WILL strategies do you think the group should focus on to prepare for the SHOULD *and* the COULD strategies?
* Round-robin 90-second share and discuss what you noticed [10 min]
* Discuss the most promising WILL and SHOULD strategies [20 min]
  + Discussion prompts
    - What would be the challenges we face in…?
      * Logistics (timing, schedules, flow, space)
      * Capacity (staff, knowledge, skills/experience)
      * Resources ($, supplies/tools/resources)
    - Are there workarounds or innovative approaches?

**Step 3** - Create a DRAFT [Implementation Timeline](https://www.arizonafuture.org/media/de3jhdje/implementation-timeline-template.pptx) for the top WILL ideas/strategies (20 min)

* Discuss
  + Where? In which classes, events, clubs, will this be offered?
  + When? When will it happen–all the logistical elements from schedule to space?
  + What? What resources, training, PD etc. are needed?
  + Who? Who is responsible for delivering the strategy?
* Identify key milestones and success metrics
* Prepare to share out with the full group

**Part 2**

Regroup with your entire team for the Gallery Walk and Convo

**Step 1** - Gallery Walk / Presentations (30 min)

* Gallery Walk or allow teams to present their proposed WILL strategies and DRAFT Timelines
* Collect feedback about the Desirability, Feasibility, and Viability of each strategy

[Feedback Worksheet](https://www.arizonafuture.org/media/ce5pmku4/feedback-sheet.docx)

**Step 2** - Have a Convo (30 min)

* What is desirable? Why?
* What is feasible? Why?
* What is viable? Why?

At the end of the conversation School Admin will identify next steps for implementation planning.