DSD PLANNING PROCESS

If you fail to plan, you are planning to fail! –Benjamin Franklin

1. **INVOLVE STAKEHOLDERS** Consider who should be involved, how they will be involved, and to what extent will they be involved. Who are the decision makers, who will lead teams, who will give input?

2. **ANALYZE DATA, ASSESS NEEDS, ACQUIRE INFORMATION** Analyzing data and assessing needs ensures the plan to be implemented is actually needed and not just another "good idea." Back your planning up with research and information on best practices.

3. **IDENTIFY CLEAR MEASURABLE OUTCOMES** Knowing where you are going and how you will know if you've arrived is essential.

4. **ALIGN WITH VISION, MISSION, AND GOALS** It is not a good thing to do too many good things. Focus on what will help your achieve your vision, mission, goals.

5. **ANTICIPATE ROADBLOCKS AND UNINTENDED CONSEQUENCES** Identify the roadblocks and unintended consequences in the planning phase; this enables you to weigh the pros and cons of implementing change and/or make preparations to minimize the effects of stumbling blocks to implementation.

6. **ALLOCATE RESOURCES** Resources include people, time, money, materials, and sometimes space. Think ahead and determine what resources you will need, how you will get them, and/or how you can re-allocate the resources you already have. Make sure you have the resources to sustain implementation over time.

7. **IDENTIFY TRAINING NEEDED** Most change requires some training of stakeholders. Planning ahead of time enables you to project the resources you will need and more accurately plan the training timeline.

8. **OUTLINE IMPLEMENTATION STEPS AND TIMELINE** Specify what will happen and when. Be specific but build in flexibility.

9. **CREATE A COMMUNICATION PLAN** How and when will stakeholders be informed? Some people believe the more information the better, others believe in "just in time" information. Find the balance between providing too much information too soon and too little information too late. Consider your stakeholders, their characteristics, and their comfort level with change.

10. **IDENTIFY EVALUATION METHODS** Know before you begin how you will know whether implementation is successful. What will be measured, how will it be measured, and who will be responsible to ensure the evaluation of implementation takes place?