***Planning for Success* Action Plan Review Protocol**

*Purpose:* This protocol can be used to tune and revise draft action plans and their benchmarks. Members of individual action plan teams have the opportunity to present their action plan drafts to colleagues for review and feedback. As reviewers, these colleagues provide a valuable perspective while building their own knowledge about the action plan under development.

*Process:* Presenters share the written action plan, online or in hardcopy, with reviewers. After reviewers have had an opportunity to read and reflect on the action plan, presenters ask reviewers the protocol questions below. Reviewers provide feedback in as much detail as possible. Presenters listen, ask clarifying questions, and record feedback.

**Questions**

*Do you think the Action Plan...*

* Reflects a level of planning that is deep enough to support effective implementation of this initiative?
* Monitors and measures items that are important?
* Will be easily understood by staff and the community?

*Do you think the action plan’s process benchmarks…*

* Are clear and describe in adequate detail the specific actions that will be taken?
* Identify realistic and achievable timeframes for the work?
* Support effective monitoring, naming a person responsible and a date?

*As you review the early evidence of change benchmarks, can you…*

* Name the evidence/data source that will be used to evaluate that benchmark?
* Explain how you will see that evidence—who will collect it, how, and when?