

# Creating a STEPS Work Plan

The planning process should be as collaborative as possible work plans are ever changing.

Things we want to think about:

1. Where we are now.
2. Where we would be if we did not make changes.
3. Who we can partner with to make changes.
4. How we can measure our impact.

**DEEPENING COLLABORATION:** Overarching Theme to Creating a STEPS Work Plan.

- Identify Partners
- How can we work together to reach our goals?
- How can we coordinate resources to reach more kids?
- How can we continue to collaborate throughout this process?

## **MAKING A PLAN:**

### 1) **Develop Understanding:**

Look at the data/stories.

- What's going well?
- What's not going well?
- What are barriers?

### 2) **Plan:**

Get specific about each solution/action/program:

- Who will make it happen?
- How will it happen?
- When will it happen?
- How can it be

Embed key components like cultural relevance, family engagement, and trauma informed practices.

### 3) **Reinforce:** Make it happen! Identify budget revisions or additional resources if needed.

### 4) **Begin Again:** The understanding process starts over.

Thinking about:

- What have we learned about how to improve the program?
- What stories are the data telling?
- How can we take our work to the next level from program coordination to systems change?



# Make a Collective Impact

The first step in making a collective impact is coordinating resources, programs, and plans to make services seamless and reach more kids and families. The next level is working towards systems change. As you are developing an understanding, planning, implementing and collaborating:

- What can we accomplish together that we couldn't accomplish alone?
- Where could a little extra effort or a few more resources make a big difference?
- What are the incentives or barriers that could be changed?
- What could be truly transformative? What would really make the difference?

## Write it Down

We've provided three templates to help you zoom in from the community level to the organizational level down to the solutions level to help you organize and keep track of all your fabulous plans.

The **gap analysis\*** (optional) helps describe what several organizations are working on, and where there may be overlap or gaps in services. This is a good tool for analyzing and coordinating services at the *community level* or among *regional partners* working in a similar area like early childhood, or afterschool programming.

The **weaving it together exercise** (optional) will help prompt a conversation about a specific solution/activity/ program and is designed to give you the information you need to complete your work plan.

The **organizational work plan\*** template is the place where you can put it all together. It is designed to help make the link between the solution (i.e. action or program) and the big picture results (i.e. are we moving the needle?). This plan gives an *organizational snapshot* of all the STEPS activities and links them to the grant.

Note that this excel template has several sheets. The first sheet helps summarize all the solutions that an organization may be working towards. The second tab is a resource showing which solutions will help further which result – use this to help answer some of the questions on the first sheet. The following solutions tabs allow you to go into more detail about how you will implement and track your progress around each solution area.

Ultimately these work plans will be attachments to the MOUs and form the basis of our tracking and reporting system.

\* Thanks to STEPS partners who contributed to the development of this document.