

Steps to Develop a Shared Leadership[®] Action Plan

The purpose of a Shared Leadership[®] Action Plan is to help your organization develop a roadmap for reaching your objectives to integrate shared leadership practices in your work with families. Completion of a plan is an evolving process. It is recommended that parents and staff connected to a specific agency work together to complete a Shared Leadership[®] Action Plan using the Shared Leadership[®] Action Plan Tool. It is very important that your Action Plan remains current and that your group reviews it at least once a month. Feel free to update it by adding new action steps or removing ones that no longer seem important. Be aware that parts of the plan may change as you add more parents and staff. You may take detours along the way and you may become aware of new opportunities as you move forward. You can access a blank Action Plan and a sample of a completed Action Plan under Parent and Shared Leadership[®] Tools – Shared Leadership[®] Plans on this website. The following are the key components of the plan.

- **Objective:** This is the overall result that you hope to achieve. Discuss one or more results or objectives that your workgroup agrees upon and write them on the appropriate lines. Write objectives that are realistic and that you believe can be achieved in a six month period. Be as specific as possible so that you will know when you have accomplished your objective. For example, it is better to say, “We will increase the number of parent leaders on the Advisory Council by 25% by June 1,” than to say “We will invite more Parent Leaders to join the Advisory Council.” You can have more than one objective. If you do, number them and identify which objective fits with each page of the planning tool. When the objective is achieved, write the expected completion date in the appropriate space.
- **Action Steps:** In the space provided for action steps, write the specific activities that will be taken to achieve your objective. Examples of specific action steps can be found in the sample Action Plan.
- **Persons Responsible:** When writing the action steps, list the specific names of the individuals who will take each action. If one person is taking the lead responsibility and others are helping, it will be important to identify who the lead person is.
- **Resources/Supports Needed:** In this space, list the resources and other supports that will be needed to complete the action step. Be sure to include tangible resources such as funds, space, supplies and other items as well as supports such as supervisory approval and Parent Leader supports such as child care and transportation.
- **Target Completion Date:** In this section, you will see six columns, labeled Month 1 – Month 6. Write the specific months during which your plan will be implemented. For example, if you plan begins in June, label Month 1 as June. Then label the remaining five months as appropriate. As you write each action step, mark the appropriate block below the month(s) the activity will take place. Some action steps might place in all six months. Others may be planned for a single month. For example, recruitment of parents might take place each month. Development of program operational procedures might take place during Months 2-4.
- **Date Achieved:** Document when each action is achieved. When an action step has been completed, write the date in the appropriate space. Remember to celebrate when you reach each objective.

