

**Action Planning Worksheet**

This worksheet is designed to help you document your work as you move through the process outlined in

 the ***Achieving Equity through Systems Change Action Planning Guide***. Need help with action planning? Network staff are available to assist you! Reach out through the Jackson Collaborative Network website or [follow this link](https://www.jacksoncollaborativenetwork.org/need-help).

**Identified Problem or Issue:**

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| **Action Planning Steps** | **Guiding Questions** | **Notes** |
| **Gather & Analyze Data to Identify Disparities** | * What data are available to understand the problem (i.e., census data/vital statistics)?
* What disparities exist between specific demographic groups (i.e.: race/ethnicity, sex assigned at birth, gender identity, income level, education level, age, geographic location, etc.)?
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| **Understand Root Causes** | * What specific demographic groups are most affected? Why?
* Which root causes seem to have the most influence on the problem?
* Which root causes are affecting multiple people and settings across the community?
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| **Design Powerful Strategies** | * Which root causes have been prioritized for action?
* What strategies are likely to produce the change that is needed?
* Are the strategies equitable and designed to address the unique needs of those who will be impacted?
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| **Action Planning Steps** | **Guiding Questions** | **Notes** |
| **Identify Meaningful Measures** | * What data will be used to measure progress?
* What is your baseline?
* What target are you trying to reach? By when?
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| **Implement Strategies** | * What needs to happen first?
* What are some quick wins to help you build momentum?
* Who will do it?
* What resources are needed?
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| **Track & Report Progress** | * Using your meaningful measures, what progress is being made?
* Who needs to know?
* How will you tell them?
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| **Learn & Adapt** | * What results are you seeing?
* What adjustments are needed to improve results?
* Who can you talk with to understand how implementation is going?
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