

State Team Planning Matrix

This tool provides a template for identifying desired outcomes and the planning activities you will undertake to achieve them. For the priority areas you identified, discuss the outcomes you would like to achieve in the short-term, the medium-term, and the long-term. Then, identify the activities you will need to undertake to achieve that outcome. List factors that will make your success more or less likely, and identify the necessary partners and responsible parties. Set a timeline for your work and revisit it whenever you meet as a team.

PRIORITY AREA: <i>Record your area of focus here.</i>					
DESIRED OUTCOME	ACTIVITY	SUPPORTING FACTORS	ANTICIPATED CHALLENGES	NECESSARY PARTNERS	TIMELINE
<i>What would you like to achieve in your priority area?</i>	<i>What activities are necessary to achieve that outcome?</i>	<i>What factors in the environment make your success more likely? Do you have the support of key leaders? Are there opportunities you can take advantage of?</i>	<i>What are the factors that will stand in your way or make achieving your desired outcome more difficult? Are budgetary concerns an issue? Do you lack buy-in from key partners?</i>	<i>Who needs to be at the table to achieve this goal? Who is responsible for this activity?</i>	<i>By when do you want to have completed this activity?</i>

Tips for Using the Planning Tool

- Be as specific and concrete as possible.
- Be realistic about what you can achieve and what you need to be successful.
- Let your writing reflect input from all stakeholders.
- Add columns as you see fit; some additional categories might include: proximal outcomes, how anticipated challenges will be addressed, who will take the lead, and what the timeline will be.
- Seek input from the experts. If you don't anticipate any challenges, ask one of our experts about barriers that other States have encountered.
- Think of this as a living document that can be shared, edited, and updated as your work evolves.

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