

## **Implement and evaluate the action plan...**

- *Through the evaluation process demonstrate to what extent the group can be a viable community force.*

### **PURPOSE**

- To ensure the action plan is being implemented
- To make modifications to the plan if evaluation data indicates they are needed

### **STEPS TO FOLLOW**

- Monitor progress of the action plan through regular reports
- Modify the action plan as necessary. Be flexible.
- At a meeting of the group review
  - Action taken
  - Time and funds spent
  - Difficulties encountered
  - Successful experiences
  - Unmet objectives
- Evaluate success of the plan - *See sample "Evaluation" report*  
**A final evaluation report should include**
  - Problem statement
  - Summary of the action plan
  - What changes were made relative to the identified concern and by whom
  - Type and extent of school and community involvement
  - Budget and actual dollars spent
  - If project was completed on time and within budget
  - Continuing action needed
  - Continuing action planned
- Present a final report to the PTA executive board and general membership.

# AGENDA

## CHAIRMAN

Welcome

Introduction of facilitator, recorder, secretary, group members (invited participants)

Explain roles of those introduced (*see definitions below*)

## FACILITATOR

*Facilitator conducts balance of meeting and chairman becomes a group member.*

Discuss needs assessment

Define the problem

1. brainstorm ideas
2. prioritize ideas
3. develop problem statements(s)

Develop solutions

1. brainstorm ideas
2. prioritize ideas
3. develop problem statements(s)

Develop a tentative action plan

1. brainstorm ideas
2. prioritize ideas
3. examine possible obstacles to plan implementation
4. develop ways to remove any obstacles OR develop alternative plans

Develop final action plan which includes

1. all components (parts of the plan)
2. individual assignments
3. time frame
4. budget needs
5. evaluation method
6. date for final evaluation

*If unable to complete the agenda in the allotted time, set date, time and place for another meeting. At the next meeting review any statements agreed to at the prior meeting and complete the rest of the agenda. Allow time for discussion of additional information obtained between meetings.*

## ROLES

**FACILITATOR** - Conducts meeting as a neutral member of the group.

**RECORDER** - Uses felt tip pens on chart paper (hung on wall) to record the group's ideas.

**GROUP MEMBERS** - Listener attentively and participate freely in a positive and supportive manner.

**CHAIRMAN** - Makes arrangements for meeting.

**SECRETARY** - Takes the group ideas after the meeting and records them on paper for each member of the group.

## BRAINSTORMING RULES

Say anything that comes to mind.

No discussion.

No judgments.

Piggybacking is acceptable.

A time of silence is acceptable.

Don't take too long. *Ten minutes is*

*usually ample time to gather about two*

*pages of ideas. If new ideas are still coming*

*forward, don't stop or cut anyone off.*

## PRIORITIZE

By consensus group members begin to cross off ideas that don't fit. Group together items which mean the same thing, items which are manageable. Determine which item is top priority. *Each group member indicates first, second, third priority. Indicate number of persons making first, second, third choice of each item. Add totals by each item to obtain the group priority.*

