






Creating a Common Agenda

Workgroups can use this worksheet to reflect on current status and outstanding issues, helping to move from vision to implementation.

	Status Not yet developed; In progress; Completed	Success Factor(s) in Getting Agreement	Looking Ahead: Next Steps, Who to Engage, Potential Challenges
 <p>PRINCIPLES <i>How are you going to work together?</i></p>			
 <p>PROBLEM DEFINITION <i>Scoping the work - what is in and what is out?</i></p>			
 <p>GOAL <i>How does the group define success specific to this initiative?</i></p>			
 <p>FRAMEWORK FOR CHANGE <i>How will we prioritize and split up the work to achieve change?</i></p>			
 <p>PLAN FOR LEARNING <i>How will you evaluate progress and continuous improvement?</i></p>			

Action Plan for Identified Changes

Use this form to identify the changes you want to accomplish and which steps you might take to accomplish it.

Action Steps	By Whom	By When	Resources and Support Available/Needed		Potential Barriers or Resistance	Communication Plan for Implementation
What needs to be done?	Who will take actions?	By what date will the action be done?	Resources Available	Resources Needed (financial, human, political, and other)	What individuals and organizations might resist? How?	What individuals and organizations should be informed about/involved with these actions?
Step 1:						
Step 2:						
Step 3:						
Step 4:						