

Engagement Discussion A3

Utilize this Engagement Discussion A3, which encourages our Scientific Problem Solving Method, to help guide you through your Action Planning Session.

Last Year's Score and Identified Improvement Areas	This Year's Action Plan (Milestone Chart)
<ul style="list-style-type: none"> • Score • Areas of improvement / issues identified 	<ul style="list-style-type: none"> • What are the plans by topic? • What are the countermeasures? / What we will do to make progress?
Reflection on Last Year's Activities	<ul style="list-style-type: none"> • Who are the owners of the plans? • How will the plans be achieved? • What and when are our major milestones? • What are the new targets? • Who are the stakeholders impacted by our plans? How are they impacted?
<ul style="list-style-type: none"> • What did we plan to do last year? • What did we do? • What did we achieve? • What have we learned? 	
Analysis of this Year's Current Condition	Follow-Up
<ul style="list-style-type: none"> • What are our strengths? • How will we maintain a focus on our strengths? • What are our areas of improvement / issues? • How will focusing on these areas be beneficial to our team? • What are the root causes of the issues? (Ask 5 whys) 	<ul style="list-style-type: none"> • How will we measure progress? • When will we check in on our progress? • How will we discuss progress and any unresolved issues? • Who will initiate and lead these discussions? • How will we celebrate success along the way?

Action Planning Template

Utilize the Action Planning Template below to take notes during your work unit discussions. This template is an additional tool to simplify the action planning process.

1.	Topic	
2.	Survey Items	
3.	Due Date	
4.	Owners	
5.	Org Hierarchy Units	
6.	Issue	
7.	Goal	
8.	Success Measure	
9.	Task #1	
	+ Owner	
	+ Start Date	
	+ Due Date	
	Task #2	
	+ Owner	
	+ Start Date	
	+ Due Date	
	Task #3	
	+ Owner	
	+ Start Date	
	+ Due Date	
10.	Comments	