

Impact & Strategy Agenda Examples

Why use this agenda?

The impact and strategy routine is where improvement teams review data to determine the level of impact of the selected improvement strategies. During this routine, participants compare targets to actual outcomes. It provides an opportunity to maintain the current implementation or to adjust course.

The roles for during the impact and strategy routine, are different than other routines. T

- **Facilitator** maintains the flow of the meeting and ensures that everyone is prepared and included.
- **Analysts** are individuals who prepare, understand, and can explain the data that is shared during the routine.
- **Accountable owners** are individuals who are knowledgeable about the work being done. They can offer information and answer questions regarding the implementation.

The agenda could include a table to capture information for each target. It could also be organized by priority and include points to guide the discussion of the impact that each plan is having as well as upcoming adjustments that may be needed.

How to use this agenda:

Copy and paste this meeting agenda to the top of the document for each new meeting. Typing the date of the meeting where it says “Routine Date” will populate the outline and allow members to easily find the agenda for past meetings.

Example 1:

Routine Date Time: Location: Meeting Link:		
<u>Attendees:</u> <u>Roles:</u> Leader: Facilitator- Analyst- Accountable Owners: Notetaker- Next Stepper- Timekeeper-		
Vision Statement:		
Focus of Work:		
To Prepare for This Meeting Please: Review the data and agenda below. (Insert link to data)		
Schedule xx minutes		
TIME	MIN	ACTIVITY
		Check-in: <ul style="list-style-type: none"> ● Meeting Norms: <ul style="list-style-type: none"> ○ Take an inquiry stance ○ Ground statements in evidence ○ Examine your intent, own your impact ○ Start and end on time ○ Stick to protocol ○ Be here now ● Meeting Objectives: Resources from Data slide deck: <ul style="list-style-type: none"> ●
		Review Next Steps from previous meeting (Copy the Next Steps table from the previous meeting and paste it on top of this Next Steps table.)

		<table border="1"> <thead> <tr> <th>What will happen</th> <th>By Whom</th> <th>By When</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	What will happen	By Whom	By When															
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		<p>Objective 1: Gain an understanding of</p> <p>Notes:</p> <ul style="list-style-type: none"> • 																		
		<p>Objective 2: Gain an understanding of support provided to designated schools and the district.</p> <p>Resource:</p> <p>Discussion:</p>																		
		<p>Objective 3: Determine if current supports are meeting the needs of designated schools and the district.</p> <p>Resource: Technical Assistance Plan Summary</p> <ul style="list-style-type: none"> • Barriers and Challenges • Opportunities and Successes • 																		
	5	<p>Review the next steps from this meeting</p> <table border="1"> <thead> <tr> <th>What will happen</th> <th>By Whom</th> <th>By When</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	What will happen	By Whom	By When															
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	What worked well about this meeting and what we would have liked to change?	
	What worked during this meeting?	Ideas for improving the next meeting:

Example 2:

Routine Date: Time Zoom Link			
Attendees:			
Vision Statement:			
Attendees:			
To Prepare For This Meeting Please:			
Schedule [xx minutes]			
TIME	MINUTES	ACTIVITY	
	5	Check-in Ojectives <ul style="list-style-type: none"> ● Come to an understanding about the target data ● Identify challenges/barriers and define achievements ● Define next steps Review Role Assignments	

		<p>Facilitator: Analysts: Accountable Owners:</p> <p>Note Taker: Timekeeper: Next Step Tracker: Chat Box Monitor:</p> <p>Meeting Norms:</p> <ul style="list-style-type: none"> • Take an inquiry stance • Ground statements in evidence • Examine your intent and own your impact • Start and end on time • Stick to protocol • Be here now 												
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	<p>10 min per goal</p>	<p>Review of Benchmark Goals and Data</p> <ul style="list-style-type: none"> • Come to an understanding about the benchmark data • Identify barriers or define achievements • Define the next steps for the school including “ask” from LEA if barriers are beyond the control of the school <table border="1" data-bbox="461 1562 1539 1885"> <thead> <tr> <th>Goal 1 <i>(Analyst pre-populate)</i></th> <th>Actual Data <i>(Analyst pre-populate)</i></th> </tr> </thead> <tbody> <tr> <td>Accountable Owner</td> <td></td> </tr> <tr> <td>Noticings and wonderings about the data.</td> <td></td> </tr> </tbody> </table>	Goal 1 <i>(Analyst pre-populate)</i>	Actual Data <i>(Analyst pre-populate)</i>	Accountable Owner		Noticings and wonderings about the data.							
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Additional related data	
In what ways has implementation of the action plan impacted this data? How might you know?	
Requests for assistance from LEA colleagues, IU, or others	
Goal 2 <i>(Analyst pre-populate)</i>	Data
Accountable Owner	
Noticings and wonderings about the data.	
What additional data sources have we reviewed?	
In what ways has implementation of the action plan impacted this data? How might you know?	
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Goal 3 <i>(Analyst pre-populate)</i>	Quarter 1 Data <i>(Analyst pre-populate)</i>
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