

Improving Interactions Between Law Enforcement + People Who Use Drugs
Codesign Session 6 Template
Phase 6: Action Planning
3.5 hours

PHASE 6: ACTION PLANNING - Build an implementation plan, identify roles, and next steps.

In this session we will:

1. Build relationships across the co-design team
2. Identify implementation plan action steps, roles, and next steps
3. Ask for requests and offers to support action planning development

High Level agenda

- Welcome Framing and Flow
- Check in
- Are there any adjustments on prototypes/pilots based upon cross regional feedback
- Action planning in groups based upon prototypes people want to work on (vote with your feet)
- Break
- Report out plans + get feedback from your codesigners
- Adjustments based upon feedback
- Request and Offers
- Check out

Annotated Agenda

Host + Time	Module Description	Tech Set Up + Material Notes
10 min	<ul style="list-style-type: none"> • Welcome Framing and Flow • Purpose Objectives • Define: Prototype + Pilots + Tests and Experiments - what are they? • Seed Money - support to test • Evaluation of the pilot 	

	<ul style="list-style-type: none"> ● Research - evidence that supports initiatives they came up with Jenna can support - share folder top 3s with Jenna <p>Overall Theory U where we are on the U</p>	
15 min	<p>Check in - Reflections and thoughts on our last session sharing</p> <p>Appreciation for their work!</p>	
20 min	<p>Here are our top 3 initiatives - <i>what if anything needs to be adjusted based upon feedback and what we are learning?</i></p> <p><i>Provide research / evidence</i></p>	<p>Projector? Document with ideas with feedback from other regions</p> <p>Research/evidence backing up ideas as needed</p>
60-75 min (integrate taking a break as needed in here)	<p>Getting into groups based upon the initiatives you are going to work on</p> <p>Vote with your feet</p> <p>See Implementation Plan below:</p> <p>Develop prototypes</p>	
15 min	Break/meal (grab when wanted)	
30 min	Report out - Get feedback	
15 min	Adjust based upon feedback	
15 min	<p>Requests and Offers</p> <p>Next steps</p> <p>Go implement – reach out with support needs</p>	<p>Summary of interviews of how it went and proposed</p> <p>Acceptability and feasibility</p>

	<p>Reconvene</p> <p>PHASE 7: IMPLEMENT - Teams will have an opportunity to go experiment and implement prototypes. They will be invited to report updates on what they are learning about the prototypes, if they are beneficial, if they need to go back to the drawing board and continue learning and iterating (no session will be hosted in this phase)</p> <p>Offer:</p> <ul style="list-style-type: none"> ● Open Coaching Call for a check in ● Each Team can have a check in call to see how are things going ● Final In person / Celebration (at end) <p>PHASE 8: LEARNING AND ACCOUNTABILITY - After a few months of implementation, we will reconvene each site to learn what is working and what needs to be iterated and improved upon.</p> <p>In this session we will:</p> <ol style="list-style-type: none"> 1. Continue building relationships across co-design team 2. Report out lessons learned from experiments and prototypes 3. Talk about the need to pivot in certain circumstances 4. Identify next steps 	<p>Evaluation of their strategy, if wanted, by a deadline</p>
10 min	Check out	

Implementation Plan Template:

Create an Implementation Plan

Goal: Clarify goals, roles and responsibilities, tasks, schedule, resources, and requirements by site, using that information to develop an implementation plan. Now that you have a prototype idea it is time to pilot test it for a few months and see if it serves the community well. Here are some aspects to identify together and feel free to augment this form as needed to best serve you. There is an example below for your reference. You have **60 minutes** to talk through this - and it is ok if it is not completed today. Let our team

know how we can support you during today's session (we can support your thinking if you ask) and afterwards (such as helping to schedule upcoming planning calls, modest seed funding support).

Identify which of the elements (1-10) below you want to work on today with your team. You could even get into smaller groups within your team and break up the work amongst yourselves.

1. **Purpose + Title of the Prototype/Pilot:** What is the purpose of the pilot? Why is it important to do this? This can be a compelling statement and title that will help others “get it” and understand the purpose.
2. **Vision:** What is the vision of this initiative – how will you know you have reached success in the end – what does it look like? Develop a draft vision statement to share with key stakeholders to show them where this initiative aims to go.
3. **Goals:** Identify the high-level goals and critical success factors encompassed by the initiative.
4. **Tasks:** Describe the different tasks that need to be accomplished to implement the pilot and move towards the vision.
5. **Roles & Responsibilities:** Outline the key individuals (both inside and outside the co-design team) involved in different phases. The more detail you provide here, the fewer misunderstandings or assumptions will arise at project commencement. Do we need to bring in the support of elected officials / decision makers?
6. **Schedule:** Describe the schedule and/or sequence in which tasks need to be performed.
7. **Resources / Budget:** Identify the software, hardware, equipment and other resources you need to perform these tasks. This will help estimate the project cost.
 - a. NOTE: Keep in mind the seed funding you will be receiving. Are there additional ways our team can support you (scheduling meetings, co-designing and co-facilitating, research and evidence based information, thought partnership, etc.)
 - b. Requirements by Site/Agency: Describe the different requirements for each site/agency. In large projects you might need to identify different tasks for different sites and schedule them accordingly.
 - c. Note this budget can be sent to Mandy as a scope of work and budget for your seed funding. Be sure to be in conversation with the rest of the teams to see what kind of funding you each need.
8. **Potential Challenges to plan for:** Since each of you are representatives of your community working together on this initiative, do you see any challenges which could derail the project? If so, what sort of steps can be taken, and by whom, to help keep the project on track? Is there anything the UW team can do to support you to address anticipated challenges?
9. **Evaluate: Celebrate or Circle Back:** Identify how you will Evaluate your pilot. Be sure to make time and space to celebrate! And when things are not work as you hoped, be sure to circle back and adjust and go back to the drawing board, as needed.
10. **Identify next steps:** When will you meet next? Who will do what?

Fill out the form together. Feel free to augment it to your needs. You will share this with the larger group in a report out.

Please see an example below for support.

Title :								
Region Team Members								
Purpose What is the purpose of the pilot? Why is it important to do this? This can be a compelling statement and title that will help others “get it” and understand the purpose.								
Vision What is the vision of this initiative – how will you know you have reached success in the end – what does it look like? Develop a draft vision statement to share with key stakeholders to show them where this initiative aims to go.								
Goals Identify (around 3) high-level goals and critical success factors encompassed by the initiative.								
Task Describe the different tasks that need to be accomplished to implement the pilot.	<table border="1"> <thead> <tr> <th data-bbox="800 1105 1251 1166">Goal (from above)</th> <th data-bbox="1251 1105 2074 1166">Tasks</th> </tr> </thead> <tbody> <tr> <td data-bbox="800 1166 1251 1252"></td> <td data-bbox="1251 1166 2074 1252"></td> </tr> <tr> <td data-bbox="800 1252 1251 1338"></td> <td data-bbox="1251 1252 2074 1338"></td> </tr> </tbody> </table>		Goal (from above)	Tasks				
Goal (from above)	Tasks							

Roles + Responsibilities

Outline the key individuals (both inside and outside the co-design team) involved in different phases. The more detail you provide here, the fewer misunderstandings or assumptions will arise at project commencement.

Role	Responsibilities

Schedule

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Describe the schedule and/or sequence in which tasks need to be performed.

Date to be done by	Owners	Task	Progress updates, Asks

Resources

11. **Resources / Budget:** Identify the software, hardware, equipment and other resources you need to perform these tasks. This will help estimate the project cost.
- a. NOTE: Keep in mind the seed funding you will be receiving. Are there additional ways our team can support you (scheduling meetings, co-designing and co-facilitating, research and evidence based information, thought partnership, etc.)
 - b. Note this budget can be sent to us as a scope of work and budget for your seed funding. Be sure to be in conversation with the rest of the teams to see what kind of funding you each need.

Requirement by sites

Describe the different requirements for each site. In large projects you might need to identify different tasks for different sites and schedule them accordingly.

Site (law enforcement, treatment, public health etc.)	Requirements	Estimated Cost	Notes

Potential Challenges to plan for

Since each of you are representatives of your community working together on this initiative, do you see any challenges which could derail the project? If so, what sort of steps can be taken, and by whom, to help keep the project on track? Is there anything the UW team can do to support you to address anticipated challenges?

Evaluate: Celebrate or Circle Back: Identify how you will Evaluate your pilot. Be sure to make time and space to celebrate! And when things are not work as you hoped, be sure to circle back and adjust and go back to the drawing board, as needed.

Additional planning + next steps

Next meeting date
What support do you need from the team?

Example

This is an example 6 month pilot test of a Solar Powered BBQ and Food Truck Service for 1 park

<p>Title Name the pilot</p>	<p>Good Eats at the Park: Solar Powered BBQ and Food Truck service in Menlo Park</p>					
<p>Purpose What is the purpose of the pilot? Why is it important to do this? This can be a compelling statement and title that will help others “get it” and understand the purpose.</p>	<p>Launch a solar powered BBQ and food truck distribution site in one local park that serves 50 food insecure people</p>					
<p>Vision What is the vision of this initiative – how will you know you have reached success in the end – what does it look like? Develop a draft vision statement to share with key stakeholders to show them where this initiative aims to go.</p>	<p>A scalable model in a local park that demonstrates how to service people experiencing food insecurity through fresh food distribution and a solar powered bbq cooker</p>					
<p>Goals Identify the high-level goals and critical success factors encompassed by the initiative.</p>	<ol style="list-style-type: none"> 1. Install solar powered BBQs 2. Recruit food bank distribution sites with trucks to service the park 3. Coordinate logistics needed to make it happen 4. Demonstrate effectiveness through evaluation 					
<p>Task Describe the different tasks that need to be accomplished to implement the pilot.</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="766 1138 1220 1198">Goal (from above)</th> <th data-bbox="1226 1138 2049 1198">Tasks</th> </tr> </thead> <tbody> <tr> <td data-bbox="766 1203 1220 1343">Install a solar powered BBQ</td> <td data-bbox="1226 1203 2049 1343"> <ul style="list-style-type: none"> ■ Shop for solar powered BBQ ■ Purchase ■ Instal </td> </tr> </tbody> </table>		Goal (from above)	Tasks	Install a solar powered BBQ	<ul style="list-style-type: none"> ■ Shop for solar powered BBQ ■ Purchase ■ Instal
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	Recruit food bank distribution sites with trucks to service the park	<ul style="list-style-type: none"> ■ Identify and contact food bank distribution sites ■ Locate partner ■ Develop program ■ Coordinate program ■ Evaluate program
	Coordinate logistics needed to make it happen and evaluate effectiveness	<ul style="list-style-type: none"> ■ Identify part time coordinator ■ Develop timeline ■ Develop evaluation

<p>Roles + Responsibilities</p> <p>Outline the key individuals (both inside and outside the co-design team) involved in different phases. The more detail you provide here, the fewer misunderstandings or assumptions will arise at project commencement.</p>		
	Role	Responsibilities
	John Elm, Coordinator	Contact and recruit partners Schedule meeting Coordinate Develop meeting agenda Send follow up emails
	Food bank distribution coordinator	Coordinate food truck, Meet with pilot coordinator
	County park representative	Coordinate park
	Mandy Ownens PhD	Support with evaluation of pilot

<p>Schedule</p> <p>Describe the schedule and/or sequence in which tasks need to be performed.</p>			
	Date to be done by	Owners	Task
1/30/23	John Elm	Contact county	Set up meetings and get commitment

			park and food distribution and identify partners	

Resources

12. **Resources / Budget:** Identify the software, hardware, equipment and other resources you need to perform these tasks. This will help estimate the project cost.

- a. NOTE: Keep in mind the seed funding you will be receiving. Are there additional ways our team can support you (scheduling meetings, co-designing and co-facilitating, research and evidence based information, thought partnership, etc.)
- b. Note this budget can be sent to Mandy as a scope of work and budget for your seed funding. Be sure to be in conversation with the rest of the teams to see what kind of funding you each need.

Site (LE, MH, etc.)	Requirements	Estimated Cost	Notes
County govt	Solar powered bbq equipment	\$2,500	
County Govt	Part Time Coordinator position for 6 months 10 hours per week \$50 per	\$2,300 Plus .25 benefits	

	<table border="1"> <tr> <td data-bbox="756 191 903 267"></td> <td data-bbox="903 191 1039 267">hour</td> <td data-bbox="1039 191 1186 267"></td> <td data-bbox="1186 191 1323 267"></td> </tr> <tr> <td data-bbox="756 267 903 516">Food Bank Volunteer</td> <td data-bbox="903 267 1039 516">Coordination and transportation support</td> <td data-bbox="1039 267 1186 516">No costs</td> <td data-bbox="1186 267 1323 516"></td> </tr> </table>		hour			Food Bank Volunteer	Coordination and transportation support	No costs		
	hour									
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<p>Evaluate: Celebrate or Circle Back: Identify how you will Evaluate your pilot. Be sure to make time and space to celebrate! And when things are not work as you hoped, be sure to circle back and adjust and go back to the drawing board, as needed.</p>										
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