

MAKING CHANGES WORKSHEET



Consider these factors when embarking on a process of changing your programming plan.

Instructions

Ask yourself the questions on the following checklist. If your answer indicates that you need to change things, determine who will make that change and by when they will change it.

CONSIDER	YES OR NO?	WHO WILL CHANGE THIS AND BY WHEN?
Do you bring copies of your programming plan to each of your team meetings?		
Do you refer to your plan at each of your team meetings?		
Did you write a work plan for the implementation of each strategy?		
Have you appointed a leader to lead the implementation of each strategy?		
Have you been meeting to review progress on your outcomes?		
Is progress being written down or recorded somewhere?		
Are your current measures for outcomes feasible?		
Do you need to adjust any outcomes?		
Do any strategies need to be revised or deleted?		
Have you discussed where the push for changing your plan is coming from?		
Are you building group consensus and being thoughtful of all input?		
Are you keeping your work data-based and grounded in your needs assessment or programming plan?		