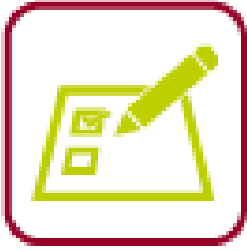




ACCOUNTABILITY ACTION PLAN

PROACTIVE
RECOVERY
PLANS



The Proactive Recovery Plan is a way for you to prepare for what could go wrong. You'll notice, this is NOT a contingency plan. Instead, it is a plan for how you will mobilize when things go wrong. Use the following template to create your own Proactive Recovery Plan. (You may not need to include everything depending on the circumstances). The Proactive Recovery Plan Example is a model of how your final plan may look.

Recovery Planning

How will we mobilize when things do not go according to plan?

Step	Key Activities
Surfacing the Problem	<ul style="list-style-type: none">▪ Define what constitutes a “problem”▪ Establish a process for surfacing problems▪ Establish a “point person”▪ Establish a process for communicating problems with “point person.”
Assembling the Team	<ul style="list-style-type: none">▪ Determine who will be on the team<ul style="list-style-type: none">○ Who is responsible for areas impacted by the problem?○ Who is in a position to implement the decisions made during recovery planning?○ Who has information or expertise related to the problem?▪ Determine how the team will be alerted that there is a problem▪ Determine how soon the team needs to assemble after being alerted.▪ Determine where the team will assemble
Establishing Agreements	<ul style="list-style-type: none">▪ Establish the process for solving the problem▪ Determine how final decisions will be made
Defining the Problem	<ul style="list-style-type: none">▪ Determine how the problem will be defined▪ Determine how you will analyze the context of the problem▪ Determine how you will conduct a stake-holder analysis
Defining Success	<ul style="list-style-type: none">▪ Determine what the goal will be for the problem-solving process▪ Determine how you will build agreement on the ideal outcome
Developing the Solution	<ul style="list-style-type: none">▪ Establish a protocol for identifying possible solutions.▪ Determine how you will evaluate solutions.▪ Determine how you will build agreement around a final solution

Step	Key Activities
Developing the Action Plan	<ul style="list-style-type: none"> ▪ Determine how you will agree on an action plan ▪ Establish a key person responsible for implementing each part of the action plan
Communicating with Key Stakeholders	<ul style="list-style-type: none"> ▪ Establish a process for identifying stakeholders (individuals who can substantially support, block, or influence the success of the plan as well as those who will be impacted by the problem or the solution) ▪ Establish a communication planning process for sharing the decision with key stakeholders
Implementing the Plan	<ul style="list-style-type: none"> ▪ Establish a timeline for implementing the plan ▪ Establish a process for evaluating the implementation

Example Recovery Plan

Step	Key Activities
Surfacing the Problem	<p>A “problem” is when something will not be completed on time or there is a roadblock affecting its completion.</p> <p>We will have weekly meetings to surface problems. During those meetings, if there is a roadblock keeping us from completing a stage in the project on time, it is the point-person’s responsibility to communicate it at the weekly meeting preferably prior to the due date. Then, the rest of the team will use the IDL process to problem solve the road-block during the meeting.</p>
Assembling the Team	<ul style="list-style-type: none">▪ Who is on the team?<ul style="list-style-type: none">○ Principal○ Assistant Principals○ Instructional Coaches○ Team Leaders○ School Counselor○ School Psychologist▪ The team will be alerted that there is a problem during the weekly meetings. If an urgent problem surfaces that needs to be handled right away, the principal will be alerted and he will alert the team.▪ The team will assemble weekly unless there is an emergency. If there is an emergency, the team agrees to assemble at the end of the school day (or if the problem occurs after school hours, the team will assemble one hour prior to the start of the following school day)▪ The team will meet in the main office conference room.
Establishing Agreements	<ul style="list-style-type: none">▪ The team will use the IDL process for resolving problems and will come to consensus.

Step	Key Activities
Defining the Problem	<ul style="list-style-type: none"> Any team member can define a problem based on the project time lines and the stated outcomes. Once brought to the team, the group will use the IDL process to further define the problem and establish context. If the problem is an internal threat to the timeline or outcomes of the transformation process, no stakeholder analysis is needed. If the problem is an external threat, the team will use the stakeholder analysis worksheet to quickly analyze where stakeholders are and who might need to be brought in to resolve the issue.
Defining Success	<ul style="list-style-type: none"> The goal for any problem-solving activity is to remove any threat to the stated outcomes and to keep the project as close to the timeline as possible.
Developing the Solution	<ul style="list-style-type: none"> We will use the IDL process along with consensus creating to develop and evaluate solutions.
Developing the Action Plan	<ul style="list-style-type: none"> As a team, we will use consensus to agree on an action plan and for each step in the plan, establish a key person responsible for implementing each part of the action plan
Communicating with Key Stakeholders	<ul style="list-style-type: none"> Once the action plan is in place, the team will identify the affected stakeholders and use the communication planning process to determine how they will communicate the actions taken to the affected stakeholders.
Implementing the Plan	<ul style="list-style-type: none"> The team will use the IDL process to establish a time line for implementation. The timeline will be monitored at the regularly scheduled team meetings.