



Eight-Step Small Group Planning and Problem Solving Worksheet

Priority Selected:

1. Desired outcome and how it will be measured:

2. Brainstorm and record available resources for resolving the problem or achieving the outcome and barriers that must be overcome or reduced:

Resources (+)

Barriers (-)



- 3. Select one (1) barrier from Step #2 to address first and identify it in behaviorally descriptive terms – ensure everyone understands it.**

- 4. Brainstorm strategies to reduce or eliminate only the barrier identified in Step #3 and record them below. (These are only ideas. Do not consider feasibility or implementation at this stage.)**

5. Using the list generated in Step #4 as a stimulus, but not as a limit to ideas, develop multiple action plans to reduce or eliminate only the barrier identified in Step #3. Specify who will do what, descriptively, and by when. Provide as much detail as possible.

6. Specify a plan for follow-up for each action plan. (Who will provide what support when?) Use additional worksheets if necessary.

Action Plan #1	
What action:	
Who is responsible:	
When:	
Plan for follow-up:	

Action Plan #2	
What action:	
Who is responsible:	
When:	
Plan for follow-up:	

Action Plan #3	
What action:	
Who is responsible:	
When:	
Plan for follow-up:	

7. Plan for evaluation of reduction or elimination of barrier identified in Step #3 (Barrier Evaluation Plan):

Barrier Evaluation Plan	
What data:	
Who is responsible:	
When:	
Criteria:	

*****REPEAT PROCESS, BEGINNING WITH STEP #3, SELECTING A NEW BARRIER*****

8. Plan for evaluating progress toward achievement of desired outcome specified in Step #1 (Desired Outcome Progress Plan):

Desired Outcome Progress Plan	
What data:	
Who is responsible:	
When:	
Criteria:	