



Key Performance Area Action Planning Steps *All Steps To Be Completed by March 31, 2009*

1. Review the work to date:

- What have we discussed thus far in this process that directly relates to your Key Performance Area?
- What haven't we discussed that needs to be brought up in this task force?
- What trends/issues have emerged?
- What additional information do you need to make good decisions?
- Where can you get that information?
- Who else do you need at the table? Who do you need to present to your group?
- Assign members in retrieving the information and recruiting those individuals.

2. Develop the mini-vision of your KPA:

- Describe what would be happening when your KPA issue was successfully addressed and functioning at its optimal level in 15-20 years.
- Utilize the vision statement as a starting point to develop the mini-vision of your KPA.
- This mini-vision is your target for your KPA. All strategies should lead to this desired end result.

3. Assess the current situation of your KPA (avoid the temptation of jumping directly to developing strategies):

- Review the information that you collected.
- What does the information tell you? Remember, data does not tell you "why." Therefore, be sure to explore and consider underlying factors that could be influencing the situation and impacting your KPA.
- Who do you need to bring in (persons with expertise) to speak to the situation? What questions do you need answered?
- Note: Understand that you will never have all the information that you need. Avoid "paralysis by analysis." There comes a point where you have to move on and make decisions.

4. Identify the priority issues within your KPA:

- Based on the information, what priority issues must be addressed in order to achieve the mini-vision?
- Keep your priority issues to four or five maximum. Unfortunately, we cannot address everything and some tough decisions will have to be made.
- The priority issues selected must benefit the broader good of Lee's Summit, not just a select few.

5. Develop a rationale statement:

- Briefly explain why addressing this issue is crucial to the future of the Lee's Summit community.

6. Identify the strategy or strategies to address the priority issue:

- To address the priority issue, what strategy or strategies must be employed to create the change we desire?
- There could be more than one strategy to create the desired change in the priority issue.

7. Develop “big” action steps for each strategy:

- Note: It is easy to get too detailed by trying to cover every single step. Focus on the “big” steps rather than all the “little” steps that must be taken to successfully implement the strategy.
- Brainstorm the “big” steps that need to be employed.
- Place the steps into the proper sequence.
- Tweak (add, change, drop) the steps if necessary.

8. Identify “responsible parties” who must be involved in the implementation of each action step. Identify champions who will be responsible for taking a lead role with the action steps.

- List the groups, institutions, organizations, coalitions, etc., that must be involved in order to successfully implement the action step.

9. Develop the timeframe for implementation:

- Develop the timeframe (e.g., 18 months) that you feel it would take to complete the action step.
- Understand that the timeline is one area where a lot of flexibility is required. Give it your best guesstimate.

10. Identify resource options:

- Will there be resources required to implement the action step? If so, list those options where the resources could come from (e.g., state funding, federal funding, in-kind, etc.).
- Expertise on the issue might be required in this area. Be willing to ask for help from city staff or other experts if necessary (e.g., businesses, School District Administration and staff, United Way, etc.).

11. Develop Measures for the KPA:

- If possible, develop how we could quantitatively gauge success in this area.
- Example: Classroom size; % of citizens expressing satisfaction in government services; % of citizens feeling pride in Lee's Summit.