



This guide assists Facilitators in making decisions about how to facilitate successful Priority and Practice Planning. In order to achieve the desired outcomes, think through what you know about your teams' readiness, interests, and preferences.

## Resource Mapping & Matching Desired Outcomes

- Increased understanding of stage-based action planning
- Determination of stage of implementation related to each identified practice
- Documentation of specific actions that will move implementation forward for each priority and practice
- Ability to anticipate and improve effectiveness of implementation work

## Prompts for Resource Mapping & Matching

What We Do		Thinking It Through	Planning It Out
<p><b>Prepare the Team</b></p> <ul style="list-style-type: none"> <li>• Participants invited</li> <li>• TA Practice in 60 video emailed</li> <li>• Information provided in advance</li> </ul>		<ul style="list-style-type: none"> <li>• How can we ensure participants coming are prepared to engage in the process?</li> <li>• Are the implementation needs for a given Priority/Practice specific-enough to identify and match resources?</li> </ul>	
<p><b>Set the Stage</b></p> <ul style="list-style-type: none"> <li>• Provide overview of process</li> <li>• Establish norms and roles</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize standing processes as much as possible.</li> <li>• Consider formats that the team would prefer: (e.g., facilitate with a live google document, utilize the ppt for this practice, use chart paper).</li> </ul>	<ul style="list-style-type: none"> <li>• Does the team already have standing norms and roles?</li> <li>• What format for facilitation will work best with this team?</li> </ul>	
<p><b>Map Resources for Priorities</b></p> <ul style="list-style-type: none"> <li>• Brainstorm for each priority across all arenas: District, State, National</li> </ul>	<ul style="list-style-type: none"> <li>• Have pre-meeting conversations with state partners and other leaders about possible resource matches</li> <li>• Be prepared to mine deeper than quickly identified resources.</li> <li>• Make connections to state or regional agencies and district projects or talent.</li> </ul>	<ul style="list-style-type: none"> <li>• Do you know of possible resources that you may want to add from the SWIFT Field Guide or SWIFT Dropbox?</li> </ul>	



What We Do		Thinking It Through	Planning It Out
<p><b>Check for Alignment</b></p> <ul style="list-style-type: none"> <li>Alignment with vision</li> <li>Adequately fulfilling need</li> <li>Prudent utilization of resources</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes this generates more questions that need to be explored than answers. It is o.k. to generate what we need to explore before the matching component is complete.</li> </ul>	<ul style="list-style-type: none"> <li>Do they have strong messages in their vision that would impact alignment with resources?</li> <li>Have you heard or experienced anything with this team that may impact their exploration of determining if a resource “adequately fulfills need”?</li> </ul>	
<p><b>Confirm Resource Matching</b></p> <ul style="list-style-type: none"> <li>Highlight resources selected</li> <li>Capture notes representing details</li> <li>Capture needs unmatched</li> </ul>		<ul style="list-style-type: none"> <li>Does the team have a preferred consensus process you want to remember?</li> </ul>	
<p><b>Wrap-Up &amp; Follow-Up</b></p> <ul style="list-style-type: none"> <li>Distribute completed Resource Map and Match</li> <li>Distribute Notes</li> <li>Confirm next team meeting</li> <li>Process meeting</li> </ul>		<ul style="list-style-type: none"> <li>How does this team process meetings?</li> <li>How will you direct attention to the implementation planning that may be needed to fully utilize the resources?</li> </ul>	