



Foundational Teams Showcase

Youth Violence Prevention Action Planning

Partner: Youth Violence Prevention Partnership

Foundational Team: Project & Resource Management/Continuous Improvement

Date Completed: 6/1/18

The Challenge	Ready by 21 St. Louis is partnering with the City of St. Louis and other stakeholders to create a youth violence prevention plan for the City of St. Louis. This process involves a lot of moving parts with multiple stakeholders and is happening on a relatively tight timeline. Ready by 21 St. Louis recognized the need for more structure to support this complicated process.
The Response	<p>The Foundational Team first met with Ready by 21 St. Louis staff to diagnose exactly what tool would best support in this context. They then facilitated an in-person project planning session that followed this process:</p> <ol style="list-style-type: none">1. Individually, brainstorm as many necessary tasks as possible on Post-it Notes.2. Group related tasks into workstreams and remove duplicates. If you have several people, it can be useful to have participants read out their tasks one at a time and ask others to share if they have one that's the same or similar.3. Mark out the project timeline, in weeks, on the wall, and then prioritize and sequence your tasks by placing them in the week when they need to be completed. For each later task, move it a "row" lower on the wall so that you can visualize the flow of work.4. Assign ownership and who will be assisting on specific tasks. Write this on the post-it. More complicated projects may require a RACI matrix.5. Make an Excel version of the action plan that individuals can update. Check in as a team on the action plan at least weekly.
Transferable Lessons	<p>This project offers many transferable lessons for working on projects with multiple stakeholders:</p> <ul style="list-style-type: none">• Getting everyone together to brainstorm the plan helps ensure completeness and build buy-in.• It is often necessary to dig into the more granular details of what needs to be done before you can back it out into a more "macro" timeline.• Determining specific responsibilities and end dates for every task helps ensure accountability.• The simplest tool that meets your needs is probably the best tool. The team named the simplicity of this process as a real plus.
Shareables	A blank version of the Excel action plan template and a diagram of the initial Post-it Notes activity
Future Direction	Because this action plan only covers the planning process itself, the Youth Violence Prevention Partnership plans to re-engage the team to develop processes to manage the implementation of the plan.

In the spirit of continuous learning, transparency, and building regional capacity, Ready by 21 St. Louis is publishing summaries of projects completed by its Foundational Teams that could be useful for other organizations and coalitions that are working on important regional issues.