

FASFEPA – An 8-Step Planning and Problem Solving Experience

Total Time: 2 hours, 10 minutes

**Note: Times are suggested guidelines. Some modifications to the sub-steps in the 8SPPS process were made for the purpose of attaining the desired outcomes for this activity. The portions of the 8SPPS that are used will vary from group to group, depending on the needs and direction of the conversation. Facilitator should ensure that regardless of which part of the process the group reaches, they ensure that enough time remains to conduct the debrief.*

Time	Protocol Steps
10 min	<p>Introduce protocol, identify roles and review norms</p> <ul style="list-style-type: none"> Facilitator introduces self, describes the protocol, and guides establishment of norms. Facilitator will guide introductions (depending on size of group, determine how much each participant might share name, title and district)
5 min	<p>Introductions and Orientation to 8SPPS Experience</p> <ul style="list-style-type: none"> Facilitator uses the CIMS Offline Worksheet and 8-Step Graphic to orient participants to the 8SPPS and set the purpose for their experience with it today. Participants will be given their own copy of each. Facilitator directs them to use these tools for note taking and to note the part of the graphic that will be used for this session: e.g., Steps 1, 2, and 3 could be circled or highlighted. The CIMS Offline Worksheet will have the goal pre-populated into it so that participants can begin the process with resources & barrier generation.
15 min	<p>Review of the Goal Orientation</p> <ul style="list-style-type: none"> Facilitator orients participants to the purpose of this portion of the protocol. <p>Participant independent processing – [3 minutes]</p> <ul style="list-style-type: none"> Participants are given 3 minutes to independently reflect on the proposed goal within the context of given practices, using the CIMS Offline Worksheet. <p>Participant Share-out & Consensus – [12 minutes]</p> <ul style="list-style-type: none"> Facilitator asks participants to share their reflections with the group. Responses may be charted to help the group reach consensus around the goal. Facilitator will need to assess if sufficient calibration has occurred for there to be a common understanding so that the group can move on to considering barriers.

Time	Protocol Steps
30 min	<p>Brainstorming Barriers and Resources</p> <p>Unpacking the Barrier Bucket</p> <ul style="list-style-type: none"> Facilitator guides initial discussion around the assigned Barrier Bucket (<i>either Communication & Collaboration, Culture & Habits of Mind, or Data-driven Decision Making, depending on breakout session</i>) to collectively define what it is. <p>Brainstorming Barriers & Resources</p> <ul style="list-style-type: none"> Given the overarching Barrier Bucket, facilitator will guide participants through the brainstorming of resources and barriers to achieving the given strategic goal. Facilitator explains “rules of brainstorming:” e.g., non-evaluative, idea generating, etc. Facilitator guides participants to consider both barriers that hinder implementation of the goal as well as resources that exist to support the goal.
~30 min	<p>Chunking Barriers</p> <ul style="list-style-type: none"> Facilitator moves participants to discussion on the relationships among generated barriers. This will organically include calibration conversations of what the barriers mean. Since the group is working in a pre-identified Barrier Bucket, the “chunking” is already done except for any barriers generated that do not fall into the identified bucket.
~30 min	<p>Evaluating Barrier Reduction – [Step 7]</p> <ul style="list-style-type: none"> Facilitator communicates to team that within the 8SPPS process this step is normally done after having brainstormed, identified, and fleshed out strategies and that today’s focus will be on discussion as to how one develops a plan to evaluate strategy effectiveness through progress made in <i>reducing the barrier</i>. Facilitator guides conversation on how group would assess reduction or elimination of the barrier. (Wherever possible including who, what, and when/how often.) Facilitator can refer to Step 7 of the CIMS Offline Worksheet for this portion.
(Time will vary)	<p>Brainstorming Strategies</p> <ul style="list-style-type: none"> Facilitator may use any remaining time to continue through the problem-solving process with participants, starting with brainstorming strategies. Facilitator should watch time and stop this portion with enough time to conduct the debrief and next steps portions.
10 min	<p>Protocol Debrief</p> <ul style="list-style-type: none"> Facilitator leads open discussion of what was learned during the process. Volunteers are asked to share their reflections.
5 min	<p>Next Steps, Q & A</p> <ul style="list-style-type: none"> Facilitator informs participants about available resources and opens the discussion for any questions.