

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 |
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| 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 4, 5, and 6 could be circled or highlighted. The CIMS Offline Worksheet will have the goal, barrier bucket, and barriers and resources pre-populated into it so that participants can begin the process with brainstorming strategies. |
| 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. |
| 20 min | <p>Unpacking Barrier Bucket Orientation</p> <ul style="list-style-type: none"> Facilitator orients participants to the purpose of this portion of the protocol. <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. Facilitator guides participants to consider both barriers that hinder implementation of the goal as well as resources that exist to support the goal. If the group would like to add any barriers or resources not listed, these can be charted as well. |

| Time | Protocol Steps |
|--------|---|
| 20 min | <p>Brainstorming Strategies & Strategy Selection – [Step 4]</p> <p>Brainstorming Strategies – [10 minutes]</p> <ul style="list-style-type: none"> Given the overarching Barrier Bucket, facilitator uses Step 4 of the CIMS Offline Worksheet to guide participants through the brainstorming of strategies to eliminate or reduce the given barriers. Facilitator explains “rules of brainstorming:” e.g., non-evaluative, idea generating, etc. and guides the group to brainstorm strategies (considering available resources) to eliminate or reduce the identified barrier bucket. <p>Strategy Selection – [10 minutes]</p> <ul style="list-style-type: none"> Using the CIMS Offline Worksheet, facilitator guides the group to clarifying, sorting, and prioritizing strategies and coming to consensus on selecting one around which to create a communication action plan. |
| 40 min | <p>Action Planning – [Step 5]</p> <ul style="list-style-type: none"> Facilitator uses the Step 5 of the CIMS Offline Worksheet to guide the group in identifying specific action steps to enact the strategy, including details such as “who” and “when,” wherever possible. (This may not be applicable as situational context of varying districts.) |
| 20 min | <p>Monitoring Implementation – [Step 6]</p> <ul style="list-style-type: none"> Facilitator uses Step 6 on the CIMS Offline Worksheet to guide the group in developing a monitoring plan for implementation data to be collected. Facilitator guides team to consider and discuss supports necessary to implement each action step. |
| 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. |