

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 Note: Participants have been grouped according to their alignment with Title I, Part A, Title II, or Title III.</p> <ul style="list-style-type: none"> Facilitator uses the CIMS Offline Worksheet – Goal Revision & Development: Steps 1a, 1b, and 8, as well as the 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 1a, 1b, and 8 could be circled or highlighted. The CIMS Offline Worksheet has the goal pre-populated into it so that participants can begin the process with review of and coming to consensus around the goal.
5 min	<p>Review and Unpacking 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 – Goal Revision & Development. <p>Participant Share-out & Group Decision – [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.

<p>25 min</p>	<p>Determining Desired Outcomes</p> <p>Orientation</p> <ul style="list-style-type: none"> Facilitator orients participants to the purpose of this portion of the protocol. Before determining as a group whether to accept or revise the goal, it would be helpful to identify the desired targets and then ask ourselves: <i>If this strategic goal were met, would we achieve our desired outcomes?</i> <ul style="list-style-type: none"> If the answer to that question is yes, then we can accept the goal and move onto brainstorming barriers and resources to achieving the goal. If the answer is no, then we will conduct a problem identification and analysis in order to be able to revise or develop the strategic goal. <p>Brainstorming Desired Outcomes – [10 minutes]</p> <ul style="list-style-type: none"> Facilitator refers to Step 1b of the CIMS Offline Worksheet – Goal Revision & Formulation to guide participants through brainstorming desired outcomes. Participants are asked to popcorn out desired outcomes while their responses are charted. <p>Chunking Desired Outcomes – [10 minutes]</p> <ul style="list-style-type: none"> Facilitator moves participants to discussion on the relationships among generated outcomes and guides them into coming to consensus on their desired outcomes. These can be circled or noted on the chart. <p>Group Consensus – Accept or Revise the Goal?</p> <ul style="list-style-type: none"> Facilitator again poses the question: <i>“If this strategic goal were met, would we achieve our desired outcomes?”</i> If the group decides yes, the goal is accepted and the facilitator skips to Evaluation of the Goal [Step 8] (see below). If the group decides no, then the facilitator moves to the next portion of the protocol.
<p>~30 min</p>	<p>Problem Analysis & Strategic Goal Revision or Development</p> <ul style="list-style-type: none"> Facilitator guides participants through discussion of why the desired outcomes are not being achieved through use of the Problem Analysis Worksheet. Facilitator will guide participants through each portion of the worksheet: Situational Awareness, 5 Whys Analysis, and Strategic Goal Formulation.
<p>~30 min</p>	<p>Evaluation of Goal – [Step 8]</p> <ul style="list-style-type: none"> Facilitator uses the CIMS Offline Worksheet – Goal Revision & Development: Step 8 to guide participants through planning to assess progress towards goal attainment.
<p>10 min</p>	<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.
<p>5 min</p>	<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.