



Process Circle

Discussion Guide Planning Template A

Six-Step Process Circle for Initiative/Program Planning

Follow the process circle to plan and implement successful initiatives and programs.

Initiative _____

Goals _____

Measurable Outcomes _____

Process Circle Step	What Are the Strategies, Initiatives, and Procedures Necessary to Put this Step into Practice?
Gather and analyze data to determine priorities	
Explore possible solutions	
Access readiness and build capacity	
Create and communicate improvement plan	
Implement the plan	
Monitor and adjust	

Note: Recommendations are to change Template A to Portrait so that the responses can be populated and the Cell can grow.

Reference: *Breaking Ranks: Field Guide for Leading Change, Chapter 9.*