**Reciprocity 3: Implementation Planning (PDSA)**
**Plan:** 60-90 minutes
**Do:** As needed based your prototype
**Study:** 30 minutes
**Act:** 30 minutes

| | |
|---|---|
| **WHAT** will we have when this activity is complete? | We will have a 30-60-90 day plan for implementation. |
| **WHY** is this activity important? | In order to know whether we can deliver on the prototype, we need to test our ability to execute. |
| **HOW** do I do this activity while keeping the habits in mind? | We will focus on ***reciprocity*** by inviting all members of the coalition to think about strengths and skills that exist in our community that could help support the implementation plan. |
| **WHEN** in the process does this activity come? | We will do this activity after we have iterated on our original prototype. That may take several rounds. After we implement the prototype, we will think about how we want to support improvement and accountability. |
| **WHO** needs to be involved with this activity? | We will do this activity with the whole coalition. |

**In-Person Directions**
*Provide a step-by-step walkthrough of the process for this module if teams are facilitating in-person sessions. Provide suggestions for in-person facilitation methods. Templates and scripts may be included in this section.*

Step 1: (PLAN) Create a Clear, Actionable Plan for Testing
Step 2: (DO) Record & Reflect
Step 3: (STUDY) Reflect on Learning
Step 4: (ACT) Decide on Next Steps

Step 1: (PLAN) Create a Clear, Actionable Plan for Testing

1. Identify the parts of your prototype that you can pilot in this cycle. Refer back to your problem statement and storyboard or matrix. If helpful, copy the elements of your storyboard/matrix here:

Problem Statement:

Parts of the Storyboard for this PDSA Cycle:

2. Our Theory of Action for addressing the problem statement in these steps of your prototype is IF WE: _____ THEN ____.
3. The members of our team will be responsible for the following actions between now and the end of the cycle:

| Member | Task | Timeline |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Add rows as needed

4. The evidence/data we will collect for fidelity of implementation is:
5. The evidence/data we will collect for effectiveness in addressing the problem statement is:
6. Our team will evaluate the data/evidence collected and make a determination to adopt, adapt, or abandon on or around: [date]
7. We will communicate progress and findings by:

Here and here are a few other templates you can use if needed.

Step 2: (DO) Record & Reflect

- Carry out your action steps
- Collect the data you identified above

Step 3: (STUDY) Reflect on Learning

- Here is a protocol your team can use to check fidelity of your implementation actions
- Review the data you have collected and summarize what you have learned

Step 4: (ACT) Decide on Next Steps

- Meet as a team to review data and decide to adopt, adapt, or abandon.

**Virtual Directions**

*Provide a step-by-step walkthrough of the process for this module if teams are facilitating a virtual design session. Provide suggestions for virtual facilitation methods.Templates, virtual tools, links to workspaces, and scripts may be included in this section.*

All of the steps outlined above may be completed virtually. You may need to provide electronic versions of shared documents.

**Example Process & Product**

*Provide a sample to guide teams in the creation of their intended process and product for the module; include photos or links to a document if helpful*

Step 1: (PLAN) Create a Clear, Actionable Plan for Testing

8. Identify the parts of your prototype that you can pilot in this cycle. Refer back to your problem statement and storyboard or matrix. If helpful, copy the elements of your storyboard/matrix here:

## Example Completed PDSA

Problem Statement: How might we design a system for any interested student to attain an industry recognized certification and will have completed a capstone that demonstrates they have the required competencies? What might that experience look like and how would stakeholders contribute?

Parts of the Storyboard for this PDSA Cycle:
Step 1: Career Fair- students attend a career fair to explore options

Step 2: Research- students conduct their own research

Step 3: Students agree to Intern with a mentor

9. Our Theory of Action for addressing the problem statement in these steps of your prototype is IF WE: allow students to have agency in selecting their work-based learning opportunity THEN they will be more invested in the choice and get more out of the experience.
10. The members of our team will be responsible for the following actions between now and the end of the cycle:

| Member | Task | Timeline |
|---|---|---|
| Doannie | Recruit a teacher to test out a mini-career fair in the fall | By Aug 5 |
| Karen | Recruit a list of local businesses who would participate in the mini-career fair (build their understanding of the project and that this is a prototype test) | By Oct 15 |
| Sarah | Support teacher and school to organize mini-fair | Start Aug 5 |
| Doannie | Create a survey and empathy interview process for better understanding the student experience - especially level of investment. | July 15 |
| Karen | Work with the teacher to integrate the mini-fair into their beginning of year planning | Sept 4 |
| Doannie | Create a survey for the employer experience | July 15 |

Add rows as needed

11. The evidence/data we will collect for fidelity of implementation is: Survey data in satisfaction for both the student and employer participation
12. The evidence/data we will collect for effectiveness in addressing the problem statement is: both survey and empathy interview data
13. Our team will evaluate the data/evidence collected and make a determination to adopt, adapt, or abandon on or around: October 24
14. We will communicate progress and findings by: Sharing back to the coalition at our meeting

**Gut Check & Reflection**

*Prompt teams to evaluate their product based on the module objectives, the habits, and their work from previous modules*

- When you revisit your problem statement as you are testing your prototype, do you find that you are thinking differently about your problem statement? Are there any refinements or changes you would like to make to the statement?

- Revisit your district problem statement. Now reflect on the actions proposed in the PDSA document. Do the actions align with the goals of your problem statement? If yes, how do you know? If no, what needs to change?
- As you enter PDSA planning, do you have a comfort level with how you are approaching the process, or would you value support from other partners?
- Because this work is innovative (or new) to the district, what needs to change in order for this work to be prioritized?
- How are you evaluating the impact of innovative work differently than you evaluate existing work?
- What are your initial thoughts about how this might

**Resources & Links**

*Provide links to supporting tools, strategy resources, templates, etc to support the module*

30-60-90 day planning - example
PDSA - Folder with resources

**Next Steps**

*Provide a direct link to the next module*

The next module in the design sequence is Reciprocity: Local Improvement and Accountability Prototyping. Your team will use Activity 4 to plan for scaling your prototype system wide.