Back to the Future Protocol

Adapted for Remote Collaboration by CLEE from the School Reform Initiative

Purpose: This protocol is helpful in setting direction by expanding and clarifying what a team is trying to achieve, articulating potential challenges and steps for overcoming these challenges, and establishing next steps.

Roles: Facilitator, Timekeeper, Notetaker   **Time:** 30-60 minutes depending on the size of the group and your time constraints.

Tips
- *To edit this document with your team, make a copy and you will be able to type right into it.*
- *It can be helpful for each person to have a journal with them to take notes during the protocol.*
- *Pre-establish a speaking order to allow the discussion rounds to flow smoothly.*
- *If you are pressed for time, you can have people record directly into the table, however this can be distracting for some people. Choose what works best for your circumstances and group size.*

Step 1: Project the Vision: Imagine we have made it through school closures and it is the end of the school year. Your team has achieved their goal of increasing equitable outcomes despite all of the challenges you have been through. **What does it look like, sound like, and feel like to have met your goal?** Responses should be in the **present tense**. *(Adapt this question based on your context.)* (5-10 minutes)

1-2 minutes independent journal / 1 minute each to share. Notetaker records answers below or participants directly type into table.

Person A	
Person B	
Person C	
Person D	

Step 2: Look "Back" (Journal): Imagine that you are now describing to a reporter how you achieved this goal. Journal about the following prompts (in the **past tense**). (5-10 minutes of independent journaling)
- What did it look like when you first started distance learning after school closures?
- What are two specific things your team did to achieve your goal?
- What were the challenges you had to overcome?

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Step 3: Share out key elements from each question in rounds. Notetaker records answers below or participants directly type into table. (10-15 minutes)

	What did it look like when you first started distance learning after school closures?	What are two specific things your team did to achieve your goal?	What were the challenges you had to overcome?
Person A			
Person B			
Person C			
Person D			

Step 4: Next Steps: (8-15 minutes)
- Read over the notes above. Highlight 2-3 elements from the middle column that stand out as next steps that are doable and would have a high impact on achieving your team's vision. (You could have participants independently 1-2 bold items each that speak to them.)
- Think through the specific actions that will need to happen to implement these next steps and record below:

What?	Who?	By When?

Step 5: Debrief the process (2-5 minutes) What this process was like for you? How did the process support you to think more expansively about how to achieve your vision? (Participants can share in the chat box of your platform or record in a table below.)