Session 5 WORKSHEET Building Your Action Plan:

This worksheet aligns with the PNSAT Action Planning Document and will bring the sessions together to support your final action plan draft.

Part 1: Start with Your PNSAT Results

1. What did your PNSAT results reveal?

- One **strength** in your program:

- One **key gap or challenge**:

2. What domain(s) do you want to prioritize?

- ☐ Communication, Planning & Implementation
- ☐ Workflow Integration
- ☐ Monitoring & Evaluation
- ☐ Other: _____

3. Why did you choose this focus area?

Part 2: Define Your Focus

4. What specific issue or opportunity do you want to address?
(Be as clear and concrete as possible)

5. What is happening now? (Current State)
(Brief description of the current situation)

6. What would you like to be happening instead? (Desired State)

Part 3: Draft Your Action

7. Your Action Step (30–90 day scope)
What is one realistic action you will take?

8. Why this action?
What problem does it solve or opportunity does it address?

9. Key Steps
List the main steps to carry out your action:

1.
2.
3.
4.
5.

10. Who Needs to Be Involved?

-
-
-
-
-

Part 4: Measure What Matters

11. How will you measure success?

Select one or more:

☐ Process (e.g., # of referrals, workflow completion)
☐ Outcome (e.g., reduced delays, improved follow-up)
☐ Experience (e.g., staff or patient feedback)

Define your measure(s):

12. What will success look like in 60–90 days?

Part 5: Anticipate Challenges

13. What might get in the way?

- Barrier 1: _____
- Barrier 2: _____

14. How might you address these barriers?

Part 6: Make It Real

15. What is your FIRST step after this session?
(Something you can do in the next 1–2 weeks)

16. How will you stay accountable?

☐ Share plan with your team
☐ Schedule follow-up check-in
☐ Use peer group from this collaborative
☐ Track progress regularly
Other: _____

Part 7: Align to Promising Practices (EBPP)

17. Which promising practice(s) does your action align with?

- ☐ Standardized workflows
- ☐ Clear communication processes
- ☐ Data collection and monitoring
- ☐ Quality improvement (PDSA)
- ☐ Stakeholder engagement
- ☐ Defined program goals

Part 8: Reflection

18. What feels most clear about your plan?

19. What still feels uncertain?

Session Reflection
In one sentence: What is one action you are committed to moving forward?