

Example: Ramsey County, Minnesota, Action Plan for the EBDM Planning Process (Abbreviated version of whole document)

Objective 1: Build a genuine, collaborative policy team				
Implementation Steps (How)	Progress	By Whom & With Whom	Target Date for Completion	Date Completed
Convene the full policy team.	First meeting held Nov. 8. Regular monthly meetings set up through Aug. 2011.	Local coordinator	10/15/2010	11/8/2010 & ongoing
Name a chair for the policy team.	Reviewed at Nov. 8 meeting.	Policy team	11/8/2010	11/8/2010
Draft and finalize a charter, which includes a vision, a mission, ground rules, and team responsibilities, for the policy team.	Reviewed at Nov. 8 and 15 meetings. Reviewed again at Dec. 13 meeting and unanimously approved.	Policy team	Dec. 2010	12/13/2010
Train new members of the policy team.	Setting up training for Mar. 2011	Training subcommittee & policy team	Mar. 2011	
At the end of each meeting, review how the meeting went and how well members adhered to ground rules and operating rules.	An evaluation will be administered and reviewed at each meeting.	Local coordinator	Start Nov. 2010 & monthly	11/8/2010 & ongoing

Objective 2: Build individual agencies that are collaborative and in a state of readiness for change				
Implementation Steps (How)	Progress	By Whom & With Whom	Target Date for Completion	Date Completed
Provide regular updates to judges and to the Board of Commissioners.	Visit judges one-on-one to update them on the Initiative; provide monthly updates to the Board of Commissioners; hold Board workshops	Chair	Nov. 2010 & ongoing	Nov. 2010 & ongoing

Objective 3: Understand and have the capacity to implement evidence-based practices				
Implementation Steps (How)	Progress	By Whom & With Whom	Target Date for Completion	Date Completed

Plan a workshop for leadership and line staff in participating agencies.	Dec. 2010: Initial planning was begun. Target date for workshop is Mar. 9. Education/Building Skills subcommittee was formed. Workshop to include an awareness survey.	Policy team and Education/Building Skills subcommittee	Mar. 2011	
Form an Education/Building Skills subcommittee to develop skills in each specialty area to ensure that staff in each organization has a base level of competency.	Work with managers and then with staff to build skills. Training subcommittee was formed. Discuss how to gauge knowledge level, skill level, and cultural change issues.	Education/Building Skills subcommittee	Dec. 2010 & ongoing	Dec. 2010 & ongoing

Objective 4: Establish performance measurements/outcomes/system scorecard				
Implementation Steps (How)	Progress	By Whom & With Whom	Target Date for Completion	Date Completed
Agree on key definitions (e.g., "recidivism," "probation violation").	This work will start during the mapping process.	Policy team	Feb. & Mar. 2011	

Objective 5: Engage/gain support of our communities				
Implementation Steps (How)	Progress	By Whom & With Whom	Target Date for Completion	Date Completed
Name stakeholders/communities to be kept informed.	Discussed at Nov. 2010 policy team meeting.	Policy team	Nov. 2010 & ongoing	Nov. 2010 & ongoing
Develop a plan for communicating with the public.	Discuss how to address livability issues; how to talk about EBP. What does the community already know? Consider using the information from the public opinion survey. Consider television, newspaper releases, public service announcements, town meetings, etc.	Chair	Jan. 2011 & ongoing	Jan. 2011 & ongoing