



## Small Group Planning and Problem Solving Worksheet

**Priority Selected:**

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**1. Desired outcome and how it will be measured:**

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**2. Brainstorm and record available resources for resolving the problem or achieving the outcome and barriers that must be overcome or reduced:**

*Resources (+)*

*Barriers (-)*

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- 3. Select one (1) barrier from Step #2 to address first and identify it in behaviorally descriptive terms – ensure everyone understands it.**

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- 4. Brainstorm strategies to reduce or eliminate only the barrier identified in Step #3 and record them below. (These are only ideas. Do not consider feasibility or implementation at this stage.)**

5. Using the list generated in Step #4 as a stimulus, but not as a limit to ideas, develop multiple action plans to reduce or eliminate only the barrier identified in Step #3. Specify who will do what, descriptively, and by when. Provide as much detail as possible.
  
6. Specify a plan for follow-up for each action plan. (Who will provide what support when?) Use additional worksheets if necessary.

Action Plan #1	
What action:	
Who is responsible:	
When:	
Plan for follow-up:	

Action Plan #2	
What action:	
Who is responsible:	
When:	
Plan for follow-up:	

Action Plan #3	
What action:	
Who is responsible:	
When:	
Plan for follow-up:	

**7. Plan for evaluation of reduction or elimination of barrier identified in Step #3 (Barrier Evaluation Plan):**

Barrier Evaluation Plan	
<b>What data:</b>	
<b>Who is responsible:</b>	
<b>When:</b>	
<b>Criteria:</b>	

**\*\*\*REPEAT PROCESS, BEGINNING WITH STEP #3, SELECTING A NEW BARRIER\*\*\***

**8. Plan for evaluating progress toward achievement of desired outcome specified in Step #1 (Desired Outcome Progress Plan):**

Desired Outcome Progress Plan	
<b>What data:</b>	
<b>Who is responsible:</b>	
<b>When:</b>	
<b>Criteria:</b>	