

T&TA Planning Worksheet

Purpose: Practice using a systematic approach to T&TA planning and prioritization.

Instructions:

From the previous worksheet, select at least 3 Issues you would like to see improved and for each one fill out:

Proposed T&TA Strategies – Indicate which strategy or strategies you think would solve this problem. Formal training, Process improvement, Policy update, Outreach/Communication, or something else. Add notes to remember specific ideas.

Prioritizing:

Assign a number value to each category in this section:

1) Program Impact – 1 – 10; Consider the impact of NOT solving this problem. 1 = very little impact, 5 = substantial impacts affecting clients or staff, 10 = dire consequences of not solving problem (e.g., severe H&S risk)

2) Confidence in Solution – 1 – 5; 1 = low to no confidence that this issue will be solved through proposed strategy, 5 = almost certain this will be solved through proposed strategy

3) Estimated Expense – 1 to 5; 1 = high cost for solution, 5 = low or no cost for solution

(This seems counter-intuitive, but is important for the overall score. More expensive solutions may be lower priority when considering your overall budget. For today, consider relative expense, e.g., bringing tech. trainer over for field-training would be high cost, budgeting extra time for policy updates would be low cost. Later you can enter actual estimated costs.)

Priority score – Add the Estimated \$, Confidence, and Impact to get a priority score. Higher score = higher priority.

