

## Interagency Collaboration - Create an Action Plan

### Identify Needs

The first step is to identify needs, the tasks your team wants to accomplish, or the goals your team can achieve. The team should consider some questions related to transition for students with disabilities:

- What are our community's strengths?
  - What are the strengths in our community that will help our team's vision become a reality?
- What are the broader community needs?
  - What do you think we need to meet our team's vision of interagency outcomes?
  - What is missing that would help us achieve the vision?
- What resources are needed?
  - What resources do we have across agencies and within the community for making changes?
  - What resources are required to address our needs?
  - What individuals or groups could contribute who are currently not involved and could be?
  - What financial resources and materials are needed and how will we obtain support?
  - Where might resources and materials be obtained?

### Step #2: Prioritize Needs

To identify priorities, ask the group the following questions:

- What are the most essential needs to be improved or changed?
- What are the most urgent needs that should be improved or changed?
- Which needs would be the easiest to change and give us a foundation for working on more difficult or time-consuming changes?
- Which needs will take longer to change and how can we stage our work to gradually scaffold up our impact?

### Step #3: Develop an Action Plan

Now it's time to create an action plan! For each of the prioritized needs, your team can:

- Brainstorm ways to meet each need
- Record the different strategies you brainstormed
- Reach consensus on the strategies or activities you will implement based on the brainstormed ideas
- Identify additional resources that will be needed to accomplish each action  
In your team's meeting minutes or on an action planning form, specify exactly who will be responsible for accomplishing certain actions, and be sure to identify a timeline for when actions will be completed.