

# *Practical Implementation Tips*

## **Summarizing & Communicating Results**

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### **Supplemental Assessment Summary and Action Planning Resources**

- **TAM Data Assessment Results and Action Plan Spreadsheet Tool** – use this during the group assessment and action planning meetings.

#### **1) Group Consensus**

The Group Consensus worksheet allows you to export, consolidate and present group assessment outcomes, including:

- Current and desired state for each of the assessment elements – both individual ratings and group consensus ratings
- Proposed improvement actions
- Notes taken on the ratings and improvement ideas

#### **2) Action Planning**

The Action Planning worksheet allows you to capture suggested actions and associated implementation details, including:

- Action descriptions and the assessment gaps they are intended to address
- Anticipated benefits, implementation priorities, and challenges.
- Designated implementation leads, targeted completion dates, current status and any dependencies or blockers, or other notes.

- **TAM Data Assessment Results and Action Plan Presentation Template**– use this for final assessment team meeting(s) and follow-up communication to agency leadership to:
  - Provide an overview of the assessment context, objectives, participants and approach.
  - Communicate assessment themes, outcomes, and proposed actions.
  - Share detailed implementation plans.