

Identifying system activities to remove or deprioritize

INTRODUCTION

An important step in delivery planning is to identify the priority strategies that will help you achieve your goal. A **strategy** is a deliberate and coordinated set of activities that is designed to help you achieve one or more of your student outcome goals. A strategy impacts your goal by bringing about some kind of *change* in the way your system does business – it is not an ongoing activity. Specifically, a strategy can be designed to:

- Add a new activity
- Improve an existing activity
- Remove an existing activity

This last option – removing an existing system activity – is often the most difficult, and the one that this exercise aims to address.

In this exercise, participants will take an inventory of existing ongoing system activities and identify which may be deprioritized or removed.

The exercise should ideally be completed by a small group (5-10 people).

OBJECTIVES

- Identify current ongoing system activities that could be removed or deprioritized
- Evaluate the activities for their purpose and effectiveness
- Identify which of the activities should be removed or deprioritized

MATERIALS NEEDED

- Markers
- Recreate the template on page 4 and post on the wall. You can do this by printing a large version of page 4 and hanging that on the wall, or by recreating the template on a dry erase board, flip chart paper, EDI's signature "brown paper" or in a pinch projection of a computer screen. However you create this, it needs to be visible to the entire group and easy to change and add to.

TIME

- Exercise: 60 minutes



INSTRUCTIONS

Time	Activity	Facilitator notes	Materials
15 minutes	Identify existing major system activities and record them on the flipchart template	<ul style="list-style-type: none"> ■ Ask participants to call out existing system activities while you record them on the flipchart template ■ Note that you may have already done a scan of all current system activities in Element 2B; if so, refer to that list ■ Note that this could be a potentially large task to name <i>all</i> system activities; you can narrow the exercise in a few ways: <ul style="list-style-type: none"> – Ask participants to name just those activities that may impact a certain goal – Ask participants to name just those activities that they think can or should be removed or deprioritized 	<ul style="list-style-type: none"> ■ Template ■ Markers
30 minutes	<p>For each of the identified activities, discuss the reasons for why the system is doing it and agree upon the following:</p> <ul style="list-style-type: none"> ■ Is it legally required? If so, under what law? ■ Is it because it impacts one of our goals? If so, which one? ■ Is it for another reason? If so, what? 	<ul style="list-style-type: none"> ■ Walk participants through each of the questions in the template ■ If they reply yes, record a checkmark in the box, and record the additional details underneath in the same box; then move on to the next question ■ If they reply no, record an X in the box; then move on to the next question ■ Repeat with each of the identified activities ■ Note that there may be some activities where people need to seek additional information (particularly about what is legally required). If this is the case, indicate that in some way – with a star or in a parking lot template, and make sure someone is assigned to follow up 	<ul style="list-style-type: none"> ■ Template ■ Markers



Time	Activity	Facilitator notes	Materials
15 minutes	Based on the answers generated, identify if there are certain activities that the system can deprioritize or take off its plate	<ul style="list-style-type: none">■ Ask participants to review the template and respond, based on the answers to the questions above:<ul style="list-style-type: none">– Are there any activities that can be removed completely?– Are there any activities that can be deprioritized?■ In particular, point participants to those activities that are not legally required and not impacting the goals; encourage them to consider how those might be deprioritized or removed■ In most cases, the people in the room might not feel they have the full authority to remove or deprioritize certain activities. If this is the case, ask them to identify next steps for raising the suggestion to remove/deprioritize to system leaders. Remind them that the results of the exercise will be useful evidence to help present the case for removal■ If the group does decide to remove or deprioritize a system activity, mark it with an X on the flipchart template	<ul style="list-style-type: none">■ Template■ Markers

