

Organizing Planning Form

SkillBrief

1. **What is the problem?** Clearly and simply define what the problem is in 1-2 sentences
2. **What is the solution to the problem?** Clearly and simply list your group's demand.
3. **Who is the target?** Who in management has the authority to fix this problem?
4. **What will you and your co-workers do?** How will your group bring this issue to the attention of your target and demand resolutions?
5. **How will you escalate if the target says no or tries to stall?** What will you do next if one action doesn't win the results you want?
6. **What do you have working for you?** Who are your allies?
7. **What will be the challenge?** And, what's the plan to overcome the challenges?
8. **How will you involve and communicate with co-workers?**
9. **How will you evaluate the action?** Did the action go well? Did we involve the people we wanted? Did the problem get fixed? What do we need to do next? How will we communicate and celebrate our victory?