



Action Items Template and Summary Document to Present to Task Force

As of February 15, 2021

The Tabletop Exercise that your group completed today provides a detailed plan for executing this aspect of a comprehensive testing program.

You can use the following slides to **clarify your action items** and to **summarize** the obstacles and solutions you uncovered. These slides can be easily adapted for a presentation to the Testing Task Force.

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Action Items Template

Subgroup: _____

Staff Member / Role	Action Item	Completed By	Complete?
<i>Example: Jessica, Facilities Lead</i>	<i>Example: "Contact partners at Sodexo & Aramark to distribute testing registration information"</i>	<i>February 28</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress

The follow-up meeting for this subgroup to check progress on action items will take place: _____

Action Items Template

Subgroup: _____

Staff Member / Role	Action Item	Completed By	Complete?
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress

The follow-up meeting for this subgroup to check progress on action items will take place: _____

Action Items Template

Subgroup: _____

Staff Member / Role	Action Item	Completed By	Complete?
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
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Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress
Task Force role:			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress

The follow-up meeting for this subgroup to check progress on action items will take place: _____

Summary Document to Present to Task Force (Page 1 of 3)

Subgroup: _____



Key Stakeholders & Their Roles	Stakeholder Name	Role

Summary Document to Present to Task Force (Page 2 of 3)

Subgroup: _____

Use this slide to identify the top 3-5 obstacles to executing this project and get feedback from the task force on your strategies to overcome those obstacles.

Summary of primary obstacles

1.

2.

3.

4.

5.

Summary of strategies to overcome obstacles

1.

2.

3.

4.

5.

Summary Document to Present to Task Force (Page 3 of 3)

Subgroup: _____

Use this slide to identify the questions or decision points that need discussion or approval from the broader task force.

Description	Summary of Task:
	Timeline for Completion:
Key Decision Points and/or Questions Requiring Task Force Input	1.
	2.
	3.
	4.
	5.

Prompting Questions for Task Discussion

After reviewing the prior three pages, the Testing Task Force should discuss it using the following questions as a starting place:

- What items are missing?
- Are there other individuals - either within or outside of the district - who can help?
- How should this information be communicated to schools (if necessary)?
- How should this information be communicated to external stakeholders (if necessary)?
- When will the sub-group offer an update to the task force on completion of these items?