

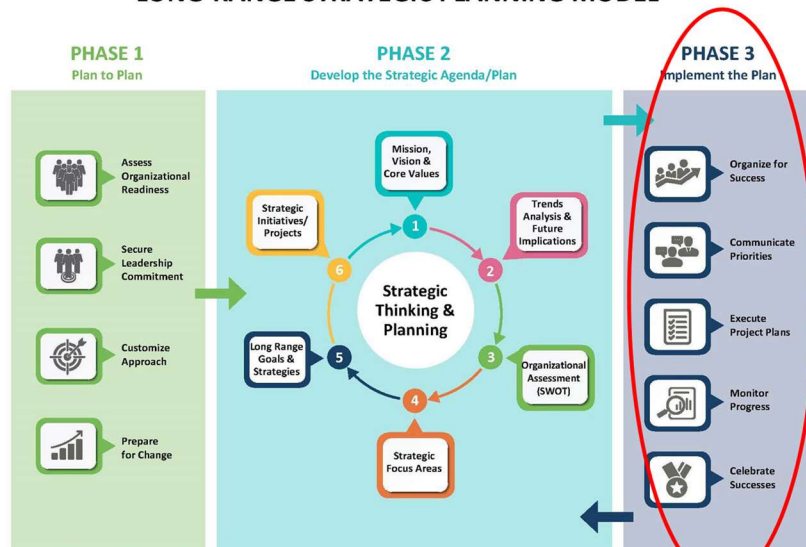
## Leading Justice System Change: Video Series and Tool Kit

### Implementation and Sustainability Tips

County, Court, & Justice Leaders



### LONG-RANGE STRATEGIC PLANNING MODEL



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## Transition from Planning to Implementation: Tips

1. **Organize for Success** – plan for implementation / be intentional; form implementation work groups; select the right leaders and members
2. **Communicate a clear mandate and expectations** – define the charge of the team/work group; provide clear deliverables; convey expectations including timeline for completing the initiative
3. **Teach and reinforce good project management skills** – teach/encourage project planning; orient all team members; lean into members' strengths and talents; keep initiative on track and on schedule
4. **Get off to a fast and productive start** – avoid languishing; make work group assignments; ensure work groups meet regularly and build momentum; use an implementation plan/ task list as a tool to enhance productivity and demonstrate progress



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## Build and Sustain Momentum: Tips (page 2)

5. **Develop a Regular Check-In Schedule** – communicate the check-in schedule to the implementation work groups at the beginning of their work; schedule the dates well in advance for an entire year (e.g., quarterly)
6. **Monitor the Work of Implementation Work Groups** – check in regularly with implementation work groups per pre-planned schedule; assess status/progress; assist as needed (e.g., in overcoming obstacles, etc.)
7. **Celebrate progress and small and large wins** – recognize and celebrate small and large successes – it matters
8. **Continue the planning and implementation cycle** – after the first year of implementation, set the next year's priorities; refine and repeat; be relentless and resilient – ensure work on strategic priorities remains a high priority



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