

CSS ACTION PLANNING SESSION INSTRUCTIONS

The goal of the Action Planning session is to provide each state the opportunity to begin developing a formal CSS integration action plan for your agency while ideas and strategies you have heard about during this conference are still fresh in your mind. This exercise will be a small group discussion that will include anyone from your state (state agency, FHWA division representatives, consultants and stakeholders). The goal for the session is to complete a draft of your CSS Integration Strategy to take back to your agency. The assigned task is to fill in the CSS Integration Strategy Framework template that is attached. The template includes the following columns:

Implementation Strategies- During the Mainstreaming panels and discussions you heard several states talk about needing to work across many areas to integrate CSS fully into an organization. The implementation strategies on the template represent many (but certainly not all) of the key components that need to be addressed for CSS integration to be successful. All of these strategies represent major implementation initiatives. It is neither possible nor advisable for any organization to undertake all of these simultaneously.

Priority-Therefore, the second column on the form gives your team the opportunity to assign a priority to each of these strategies. Before and during the conference you have been collecting information that will help you determine which of these strategies should be your highest priority. This information includes the strengths and gaps from your pre-conference questionnaire and the notes you have been encouraged to take during each of the sessions. Your team should discuss your agency's strengths and gaps in assigning priorities (remember that your team should identify at least a couple of high priority strategies where you can show quick success).

Action Plans/Team Leaders and Participants-All of these strategies will require detailed action plans. Because of the scope and complexity some of these strategies will require multiple action plans. Each action plan should have a team leader so that there is clear accountability for the development and implementation of the action plan. During this session your team should discuss what specific action plans are needed and who should lead the development and implementation of each plan. In addition, your team should discuss what other internal organizational units and external agencies or groups should be a part of the implementation team.

Deadline for Development of Action Plan—During the session your team should discuss a potential deadline for the development of each action plan.

You will notice that we have marked this integration framework template "DRAFT." In keeping with the principles of CSS you should work with a multi-disciplinary team once you return to your state to create the final plan. The results from today can be used as the starting point for in-depth discussions about your CSS integration initiative with your leaders and employees, partners and stakeholders.

We have also attached an Action Plan template. This is a "take-away" to help you begin your more detailed action planning. It can be given to your team leaders to support the development of the specific action plans.

During the session there will be roving facilitators that can answer questions or help your team get started on developing your Integration Strategy.