



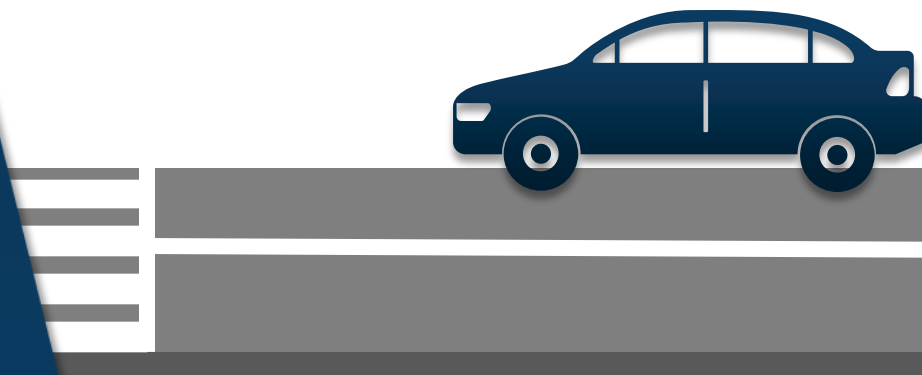
Safe Streets and Roads for All

Technical Assistance Center

The Safe System Approach and Your Action Plan Workshop:

Planning Structure

www.ss4aclearinghouse.org



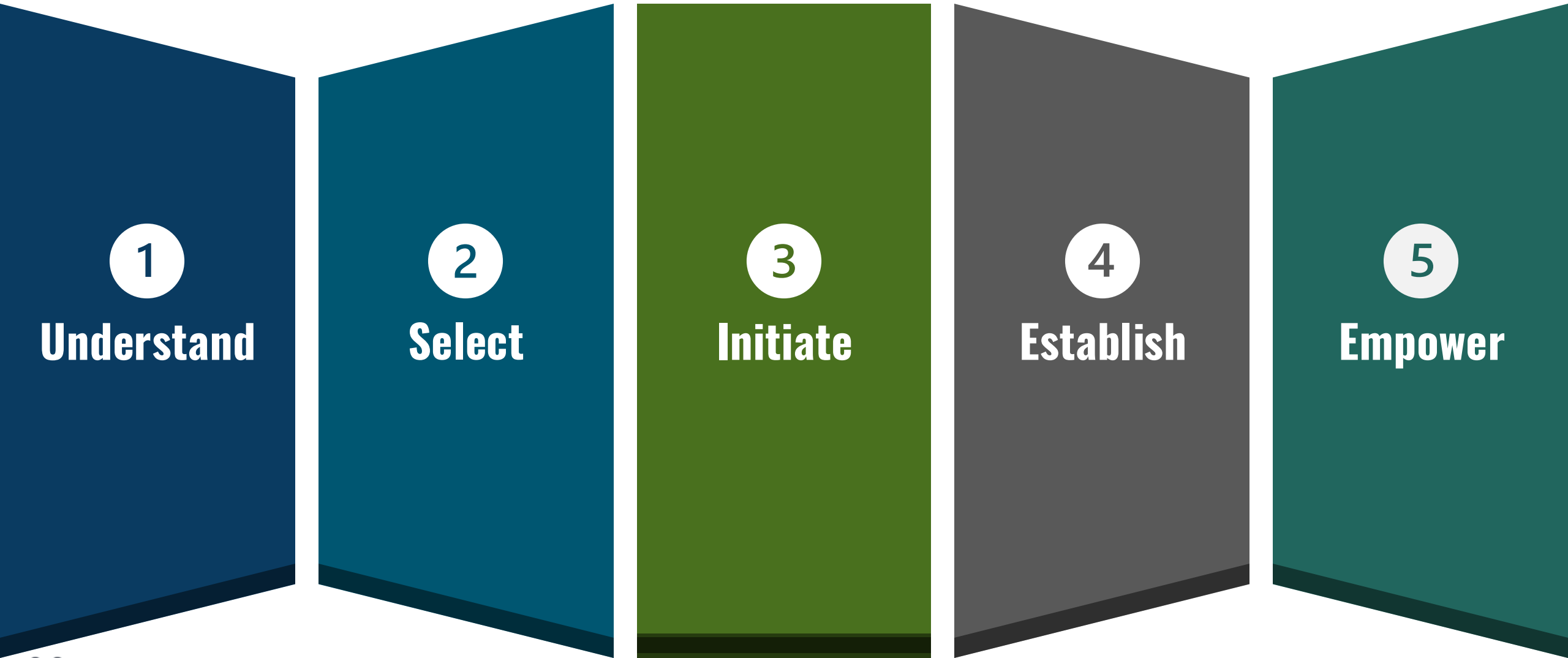
What is: Planning Structure

A planning structure is a committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.

Quick Tip!

Remember, leveraging your Planning Structure is just as important during implementation and monitoring as it is in the development of your plan.

Thought Starter Framework



1

Understand

Investigate the risks and processes that contribute to roadway fatalities and serious injuries.



Assess your communities.

- Identify their different characteristics, needs, and vulnerabilities.
- Map out the intersection of these characteristics and areas with high incidences of traffic fatalities and serious injuries.

Ask Yourself:

How do I ensure that all people in my jurisdiction benefit from the Action Plan?

2

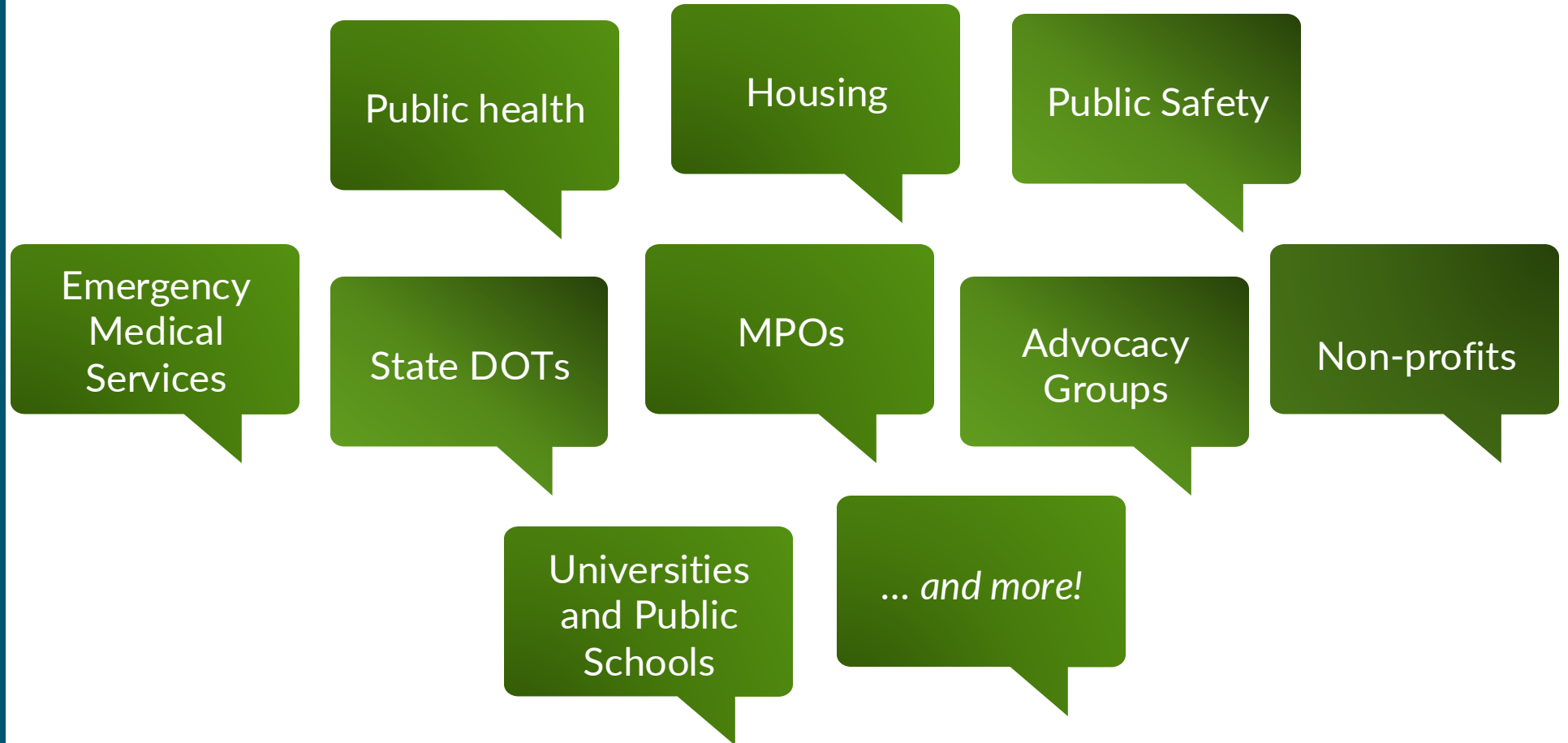
Select

Select a list of multi-disciplinary stakeholders who have a vested interest in the Action Plan and can add their expertise to development, implementation, and monitoring.



Develop a list of key stakeholders.

- Challenge yourself to think beyond traditional partners. Consider stakeholders who work with:



2

Select

Select a list of multi-disciplinary stakeholders who have a vested interest in the Action Plan and can add their expertise to development, implementation, and monitoring.



Determine the size, roles, and responsibilities of your Planning Structure.



Ask for involvement and commitment.

3

Initiate

Kickoff your Planning Structure and develop a guiding document to formalize your approach to the planning process.



Host a kick-off meeting with your Planning Structure members.

- Set expectations for participation.
- Agree on scope and deliverables.

3

Initiate

Kickoff your Planning Structure and develop a guiding document to formalize your approach to the planning process.



Develop a guiding document.

- Involve the Planning Structure in development.



In your document, determine:



Roles and responsibilities



Regular meeting cadence



Communication methods



Decision authority



Key protocols



Working sub-group structures

Quick Tip!

Weave in guiding principles and elements of your leadership commitment to your Planning Structure!

4

Establish

Establish milestones, schedule meetings, and identify agenda topics.



Host a follow-up meeting and begin regular and sustained communication.

- Start having your meetings as soon as possible to gather momentum.
- Regular meetings help maintain momentum and accountability.
- Establish a schedule that works for all members.



Identify milestones.

- Milestones provide clear goals for the group to work toward and help track progress over time.
- Revisit milestones as agenda topics during meetings.

Quick Tip!

Best practices for meetings include distributing an agenda before the meeting, setting objectives, and taking notes to have a record of decisions.

5

Empower

Empower members to collaborate and support your efforts by setting up ways to contribute.



Empower contributions.



Ownership

Create opportunities for ownership within the Action Plan.



Accountability

Have accountability check-ins to assess progress and offer support.



Delegation

Create smaller task forces or sub-groups for more focused discussions and efficient problem-solving.



Evaluate

Incorporate key evaluation metrics.

Remember:

Your Planning Structure members will feel most empowered if they are engaged and included in all steps of the process.