

Action Planning (RIR-RASCI) Worksheet



DESCRIPTION

This worksheet is designed to support school leaders and teams in identifying, creating, or expanding actionable plans using an equity focused RASCI planning tool.

Participants will have opportunities to brainstorm ideas, solicit colleague feedback, reflect on roadblocks, and opportunities for implementation, and plan for assessment/evaluation of progress. The breakdown of this document allows equal participation for all members of the team.

SUGGESTED USE

The tool was initially designed to support all educators (administrators, certificated, and classified) in the decision-making process, however, it has shown to be beneficial to work through current problems of practice, as well as, support modifying current district policy and procedures. This tool can be used to ensure all stakeholders are at the table and everyone's voice is heard. Additionally, this tool can be taught to students to help guide their learning and understanding of problem-solving skills that may come up.

GO DEEPER WITH EPOCH

If you are interested in support using this tool or creating your own based on your specific needs, we would recommend our online [Skill Building Library](#). Participants will deepen their knowledge around the needs of marginalized groups, explore institutional inequities and build awareness, empathy and understanding while changing educational outcomes for those most at risk.

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RECOGNIZE IT: PROBLEM OF PRACTICE

1. How do you define equity?

2. What is the equity problem of practice you want to address?

3. What policies, practices, programs and procedures contribute to the problem of practice?

4. What do you already have in place to address it?

5. What do you need to create to address it?

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INTERRUPT IT:

1. What task/projects will you take on to address this problem of practice?

2. What is the goal of the task(s)/project(s)?

3. Applying the Equity Lens: Who will be impacted by this task/project? How will you include/center these perspectives?

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RECOGNIZE IT: PROBLEM OF PRACTICE

4. Use the RASCI Model to organize the tasks associated with the problem of practice. The RASCI Model, when used in planning or implementing a task or project, ensures that communication occurs with the appropriate people.

Task	Responsible	Accountable	Supporter(s)	Consult	Inform	Due Date

Responsible: Who is the task lead and has direct responsibility for completion of the task?

Accountable: Who has approval authority/budget authority for the task if any is required?

Supporter: Who will support the task in planning and/or implementation?

Consult: Who is impacted? Who should be consulted and given an opportunity to provide input (before) or feedback (during) the planning process?

Inform: Who should be kept informed throughout the process?

REPAIR IT:

→ In what ways could your tasks/projects create policies, practices, programs and procedures that ignore or worsen existing disparities or produce unintended consequences?

→ What are the potential barriers? How will you address and/or mitigate the barriers?

→ How will you assess the impact of your work?

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TASK WORKSHEET

Task	Responsible	Accountable	Supporter(s)	Consult	Inform	Due Date