Workshop Two: Action Planning Suggested Approach

This is where the Team gets to identify, articulate, and discuss actual pragmatic steps that can be taken to better use the municipality's natural infrastructure assets to mitigate flood and drought.

The Action tab contains, not just the task, but the rationale, decision-support needs, lead, etc. The first step is to explain these, and make sure everyone is clear on what they entail (WWN contains a pre-made Info Sheet for the Action Plan headings). The examples show that the Workbook accommodates significant variation (for example, Timing can be a specific date range over weeks, or a general approximation over years).

Every Team Member will have top-of-mind ideas, especially after the natural infrastructure exercises from the previous workshop. Action planning begins with Team Members using the provided Worksheet to brainstorm and capture these ideas. After a period of time for this, the group reconvenes, and discusses both the content of the ideas, and how to refine them. Then participants discuss the decision-support needs they anticipate. All of this information is ultimately collected for inclusion in the Workbook.

It is unlikely that all submitted Action worksheets will be complete at this stage. The Team Leader must prepare the Team that they have homework to finish (and add to) their ideas.

At this stage, there is a long list of ideas, with no sense of where to start. WWN has a separate Prioritization Tool, which is designed to be deployed after the workshop (via email exchanges), but is explained during Workshop Two.

The last portion of Workshop Two is used to establish a schedule for the next steps, including scheduling completion of Action details, scheduling the Prioritization exercise, and scheduling the final gathering - the Policy Development Meeting.

Suggested Workshop Folder Contents

1. Agenda
2. Workbook Table of Contents
3. Natural Infrastructure InfoSheet
4. [Municipality] Natural Infrastructure Summary Sheet
5. Actions – Headings
6. Actions Worksheet
7. Decision Support worksheet