# Activity 5.12 – Checklist of Key Processes & Tasks for Defining Critical Actions

Directions

The following processes and tasks are provided as recommendations for defining your Critical Actions. Consider each and take notes about what you need to do in your context to begin creating Critical Actions. If you are completing the module with a group, first respond to these prompts individually. Then, discuss as a group before continuing through the module. This checklist is available as a standalone document at the link provided at the end of this module.

Key Process: Defining sequenced, strategic actions to reach Desired Outcome

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| Key Tasks | Notes |
| [ ]  | Generate list of Critical Actions |       |
|  | [ ]  | What are the possible steps to achieve the Desired Outcome? |
|  | [ ]  | What has been done in the past that you might replicate (or avoid)? |
|  | [ ]  | What have others done you might consider? |
|  | [ ]  | Who else will be involved and what do they need to know or do? |
|  | [ ]  | What implementation steps need to be considered? |
| [ ]  | Prioritize and create logical sequence |       |
|  | [ ]  | Develop no more than 3–5 Critical Actions per Desired Outcome. |
|  | [ ]  | Consider grain size. |
|  | [ ]  | Make sure they align to the Progress Indicators. |
|  | [ ]  | Check that they build on each other and are sequenced logically. |
| [ ]  | Review Critical Actions |       |
|  | [ ]  | Do the Critical Actions provide enough detail to guide action? |
|  | [ ]  | Can the Critical Actions be accomplished within the given timeline? |
|  | [ ]  | Are they sequenced logically? |
|  | [ ]  | Do they specify who is responsible and provide a timeline for completion? |
|  | [ ]  | Do the Critical Actions specify resources needed? |
|  | [ ]  | Do the Critical Actions clearly address The Performance Challenge and Desired Outcome? |