



## Implementation Protocol

At this point, you should have an initiative ready to be implemented based on the framework below. Stage four, **implementation**, elevates youth voice, engagement, and leadership by diversifying opportunities for authentic youth participation in various decision-making processes, whether that includes speaking at a school board meeting, testifying in front of policymakers, or developing school-based innovations. This stage promotes practice of learned leadership skills by youth in service to both their own growth and development, as well as systems change that centers youth voice in collaborative decision-making. This stage puts an idea into action and this protocol will help support a smooth process in ensuring the action is carried out successfully.

### **Framework for Youth Voice, Engagement, and Leadership in Community Schools**

**Opportunities and resources** refer to the approaches and support that youth can have when expressing their thoughts, engaging in programs and activities, and leading the efforts in their schools and communities.

**Leading knowledge and skills** refer to the capacity and strategies youth can acquire throughout leadership-building program/ project/activities.

**Equity** refers to the equity procedure schools and communities utilize to advance youth voice, engagement, and leadership in the field.

### **Guided Questions:**

Below you will find a set of questions to use that will guide the implementation process. You should work with your team to answer these questions from the start of the initiative and create multiple check points to ensure the initiative is moving along for a successful implementation.

1. What are the objectives and goals? What do you hope to achieve? (Make sure you do this at the beginning of the project and that you do it with your team; In addition, discuss how you all will define success for your project)
2. What are the specific tasks and action steps to achieve objective and goals?
3. Create a timeline connected to specific tasks and action steps. (Use a tracking tool to assist with managing the progress of the project and adjust accordingly as time progresses, ensure everyone on the team is using the tool and updating often)

4. Assign tasks to team members. Who is responsible for what in the timeline? (Make sure this is a collaborative effort and that people agree to the roles they are assigned)
5. What is everyone's role and responsibilities? (Define roles from the beginning of the project and adjust as you see necessary)
6. Schedule regular check-ins to monitor progress and or address challenges/roadblocks. (This can be through weekly or bi-monthly meetings. Just make sure you create a cadence that works for your team)
7. Do we have the necessary budget and funding to support the implementation plan? (Create quarterly meetings to check on budget and ensure you are on target)
8. Where should we go to find funds? (request community donations, apply for grants, get donated work/volunteers, fundraising, etc.)
9. Are there any specific resources or tools required for the implementation plan? How do we ensure we have them?

**Things to keep in mind during the implementation stage w/ tips included:**

- Are there new skills or knowledge that team members need to be successful in their role? If so, provide training or workshops to ensure team members have the necessary skills to be successful.
- Foster a culture of collaboration and open communication among team members. Encourage sharing ideas, insights, and best practices through the project.
- Acknowledge and celebrate the achievement of milestones throughout the implementation journey. (ex: gift cards, *thank you letters*, *making a loudspeaker announcement*, *getting donuts for the team*, *fun team building activity*, etc.)
- Be open to adjustments and refinements in the implementation plan. As you progress, new information may arise, necessitating adaptations to ensure success.
- Ensure Synergy between study and implementation protocol (as you organize your team make sure there is an alignment between what you do and how you measure it and that you leave room for quality/continuous improvement.)

**Example Implementation Tracking Table:**

In the table, lists all the tasks or action steps required for the implementation plan. Assign responsibility to specific team members for each task. Fill in the start and end dates for each task and update the status column as the work progresses. Additionally, use the "Notes/Comments" column to provide relevant information or updates about each task.

This table can be regularly updated during team meetings or as tasks are completed, providing a clear visual representation of the progress, and helping to identify any challenges or delays. It

ensures everyone is on the same page and aids in effective project management. \*Please note, this is an example of a tracking tool. Feel free to use any tool you have at your disposal and ensure that there is a shared opportunity for your team to update their tasks in real time.

<b>Task/Action Step</b>	<b>Responsible</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status</b>	<b>Notes/Comments</b>