



Priorities Administration Checklist

Name	Y=Yes N=No N/A= unsure or not applicable		
Observation Date			
1. Prepared the Team - Facilitator invited participants, emailed the TA Practice in 60 video, and ensured participants had necessary information prior to the process.	Y	N	N/A
2. Set the Stage - Facilitator provided an overview of the Priorities purpose, desired outcomes, and key administration steps; identified a Note Taker; and established group norms.	Y	N	N/A
3. Identified Entry Point for Planning - Facilitator navigated the 8 prompts to identify an entry point with Team.	Y	N	N/A
4. Used Discussion Questions and Considerations for Action Steps - Facilitator provided a brief summary of the stage identified as the starting point. Participants used the Discussion Questions to identify action steps.	Y	N	N/A
5. Developed a Plan - Facilitator confirmed action steps represented on the Action Planning Form.	Y	N	N/A
6. Wrap-Up - Participants set a date to review the status of the plan and debriefed the process.	Y	N	N/A
7. Follow-up - Facilitator sent the completed Action Plan and a reminder for their status check meeting to all participants within one week.	Y	N	N/A

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