Activity: ITAV Analysis Kickoff

Goals

1. Achieve consensus on program's current sustainability status

2. Identify and prioritize goals for the ITAV analysis

3. Identify program staff/stakeholders responsible for moving the analysis forward

Prerequisites

None

Who Should Participate?

Program leadership (strategic thinkers), Program management (tactical thinkers), Program staff (operational expertise)

Length

Pre-work: 180 minutes

Activity: 120 minutes

Introduction

The **It Takes a Village Toolkit** is an adaptable set of tools for practical use in planning and managing sustainability.

The **ITAV Analysis Kickoff Activity** is designed to help determine a program's sustainability status, priorities, and capacity, to then be able to decide which of the activities in the Toolkit would be most helpful to complete.

To get started with the Kickoff process, read through the Pre-Work and Activity Instructions below to get a general sense of the meeting's core components. Next, read through the Planning and Facilitator Guide, which provides links to all the materials needed for your program to plan and carry out a successful Kickoff. After reading through the Pre-Work, Activity Instructions, and Facilitator Guide, choose the path that will work best for your program. Potential pathways include:

- Carry out the Kickoff Activity as designed, using the scripts and templates linked in the Planning and Facilitator Guide.

- Identify a specific Facet your program would like to focus on and shorten the Kickoff to complete only the Core Data Worksheet and Phase Analysis Checklist for that specific Facet.

- Decide that the level of planning described in this document is not needed and move directly to the table of contents for each Toolkit Facet and choose Activities "a la carte."

Pre-Work

1. Determine who will be responsible for managing the kickoff process. One or two members of the program team or governance group are recommended as facilitators, or you may wish to engage outside facilitators.

2. Determine the format of the Kickoff – i.e., in-person or virtual.

3. Review the linked resources in the Planning/Facilitator Guide and customize them for your program.

4. Complete Activity: Core Data Worksheet.

5. Schedule and carry out Activity: ITAV Analysis Kickoff.

ALL FACETS, ALL PHASES

Getting Started, Growing, Assessing and Evolving

Activity: ITAV Analysis Kickoff

Activity Instructions

1. Introduction and kickoff description

Have the facilitator introduce the It Takes a Village in Practice Toolkit to the meeting participants and explain the purpose of the kickoff meeting.

2. Core data and information sharing

Have the meeting facilitator or member of the program team present an overview of the Core Data gathered during the pre-work phase to all meeting participants. Allow time for those familiar with the data to speak about it, and for those unfamiliar to ask questions.

3. ITAV Phase Analysis Checklist

As a group, complete the ITAV Phase Analysis Checklist for each of the four facets in the ITAV Framework (Governance, Technology, Resources, and Community Engagement). The ITAV Analysis Checklist is designed to help your program determine which Phase of Sustainability you're currently in: Getting Started, Growing, or Assessing and Evolving.

4. Identify and prioritize sustainability goals

As a group, prioritize two or three Objectives identified via the checklist to explore further using the ITAV toolkit. These might be strengths you'd like to amplify, weaknesses to shore up, opportunities to take advantage of, or threats to mitigate.

5. Wrap up

As a group, complete Part 1 of the ITAV Analysis Project Planning Template. The plan should be based on the baseline information gathered and priorities mapped during the kickoff.

6. Next Steps

Schedule and move on to Activity: ITAV Analysis Activity Selection. This activity can be completed synchronously or asynchronously.

Activity: ITAV Analysis Kickoff

Kickoff Meeting Facilitator Guide

Time, Duration	Facilitator / Presenter	Topics and Activities
0:00 10 mins		**Welcome, Introduction, Agenda Review** Action Introduce activity participants to the kickoff and explain the purpose and format of the meeting. Resource ITAV Kickoff Introduction Slides with Script
0:10 5 mins		**Icebreaker/Mental Warmup** Action *Virtual Meetings* – Use this time to confirm that all attendees can access any virtual collaboration tools. Icebreaker questions can be answered via the tool. *In-Person Meetings* – Ask a few people in the group to answer the icebreaker question; it is not necessary to go around and have everyone answer. *Sample icebreaker questions***:** • What is the longest you've ever kept a plant alive? • What is a food everyone seems to love but you dislike? • What fictional location would you like to live in? • Where would you travel if you could go anywhere?
0:15 20 mins		**Core Data and Information Sharing** Action Walk through core data and metrics to provide all attendees a baseline of information for the next elements of the kickoff. NB: Provide a five-minute warning for the presenter. Resource ITAV Core Data Worksheet

Activity: ITAV Analysis Kickoff

0:35
 	
15 mins
		Phase Analysis Checklist – Governance
		
		Actions
		
		• Provide general overview of checklist – list of objectives to achieve to move forward to the next Phase in a given Facet
		• Explain purpose: Use the checklist and core data to determine the program's current sustainability status
		• Explain activity:
		    o In checklist, read through Objective and definition
		    o Assess the program's progress for each objective (yes, done; no, not done; in progress). Looking for a "gut-check" reaction, 5 - 10 seconds per objective, goal is to determine where to deep-dive later
		• Lead participants through the Governance checklist
		• Provide additional context/questions on objectives if needed
		• Guide participants to prioritize objectives
		• Keep record of top 2-3 vote getters
		
		Resources
		ITAV Phase Analysis Checklist
		ITAV Phase Analysis Checklist Slides
		Checklist Strategy Guide for In-Person Meetings (includes script with intro)
		Checklist Strategy Guide for Virtual Meetings (includes script with intro)

0:50 15 mins		**Phase Analysis Checklist – Technology** Actions • Lead participants through the Technology checklist • Provide additional context/questions on objectives if needed • Guide participants to prioritize objectives • Keep record of top 2-3 vote getters Resources • See above
1:05 15 mins		**Phase Analysis Checklist – Resources** Actions • Lead participants through the Resources checklist • Provide additional context/questions on objectives if needed • Guide participants to prioritize objectives • Keep record of top 2-3 vote getters Resources See above

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1:20 15 mins		**Phase Analysis Checklist – Community Engagement** Actions • Lead participants through the Community Engagement checklist • Provide additional context/questions on objectives if needed • Guide participants to prioritize objectives • Keep record of top 2-3 vote getters Resources See above
1:35 15 mins		**Identify and Prioritize ITAV Analysis Goals** Actions • Lead participants in deciding 1 - 2 facets to focus on based on Objectives that received the most votes • Remind participants that chosen facets are the focus for the first phase of analysis and other facets can be revisited at another time
1:50 10 mins		**Complete ITAV Analysis Project Plan & Wrap Up** Actions • Lead participants in completing Part 1 of the Project Planning Template • Discuss follow-up activities such as completing the ITAV Analysis Activity Selection and Part 2 of the Project Planning Template