



Initiative Inventory

A Toolkit to Support Continuous Improvement
Leaders, Facilitators, and Team Members

August 2021

Introduction

The purpose of the MICIP toolkits is to help a district dig more deeply into topics that are critical to the continuous improvement mindset and process. This toolkit considers how to conduct an initiative inventory. The toolkit incorporates resources from the National Implementation Research Network (NIRN). NIRN has also provided support with the integration of implementation science and continuous improvement science into the MICIP processes and platform. The NIRN Inventory Resource Process will help teams get a clear picture of existing initiatives, mandates and resource commitments to help with exploring the fit of the additional initiatives with current work. It also guides decision making to make room for the new work and assists with alignment of initiatives.

Learner Outcomes:

- Understand the current strategies/initiatives a district is implementing aligned with a specific area of inquiry.
- Understand if a current asset/strategy is achieving the intended results (academic or non-academic) at the district and/or school level.
- Clarify resource commitments (time, people, and money) associated with specific strategies/initiatives.
- Understand the process of facilitating a focused and comprehensive initiative inventory.

Tool Note: This inventory should focus on **the initiatives that address your determined root cause.**

Initiative Inventory Process

The initiative inventory is part of the MICIP Assess Needs process. An initiative is a set of strategies and activities in which a district is engaged to produce change that results in achieving a district's goals. The Assess Needs process begins with identifying an area of inquiry; analyzing academic, non-academic and systems data to create the story around that area; and then inventorying what has already been done to support that area while also analyzing its effectiveness. The process below assumes that the data summary has been written and the team is ready to begin identifying and analyzing what is already in place to address the data. There may be more than one initiative associated with a particular set of data, and the team should analyze each initiative.

Activity

Depending on the number of initiatives, this process could take approximately two hours.

Prior to beginning the inventory, it is helpful to review pages one and two of the [NIRN Initiative Inventory Process Tool](#). Page 4 also has a template that might be helpful in planning the process. Consider the following:

- Obtain executive leadership commitment and buy-in to the Initiative Inventory process to support intended outcomes. (NIRN Initiative Inventory Process, p. 1)
- Develop a clear plan of who will lead the process, key roles needed, process for collecting inventory information, how the information will be used (e.g., intended outcomes), and how information will be embedded into ongoing implementation planning. (NIRN Initiative Inventory Process, p. 1)
- Assemble a representative team of various stakeholders/roles with knowledge of current building/district initiatives. The [MICIP Teams toolkit](#) can support assembling a team.
- Caution: Keep the inventory focused on initiatives related to the root cause. Avoid long lists of actions, focus on larger grain size initiatives that support district systems. Be prepared to help the team prioritize high priority initiatives. Seek consensus, but decisions do not have to be unanimous.

Once the process has been organized, address the following questions on page 3 of the NIRN resource for each initiative. Consider using the [Initiative Inventory Template](#) as a way to organize the thinking.

- Who is providing leadership for the initiative? Is there a team supporting the initiative? If so, who are the members?

- What are the expected outcomes when the initiative is implemented? Or what change is expected to occur as a result of the initiative?
- Who is the initiative meant to help (i.e., target population)?
- Is there a requirement to implement this initiative or report its impact/use? If yes, identify the entity (e.g. state, federal, or other) requiring the initiative.
- What are the fiscal resources needed to implement the initiative or what is the total budgeted amount for this work?
- What are the human resources needed to support the initiative's implementation (e.g. # of FTEs, training needs, technology supports required)?
- How well-aligned is the initiative with your agency's strategic plan?
- What data do you have to measure the success or impact of the initiative on intended outcomes?
- What impact has the initiative had on its intended outcomes?
- Have you received or are you receiving external technical assistance support for the initiative? If yes, list the technical assistance center. How does your agency communicate about the work of the initiative within the department? External to the agency?

The Initial Initiative Inventory and Analysis section in the MICIP platform also suggests a subset of these questions for consideration. Once the questions have been considered, a summary can be entered into the platform.

- Based on your initiative inventory, are there relevant data sets that need to be added to your initial data story that surfaced during this process? If yes, be sure to go back and add those to your data story in the MICIP Platform.

Facilitator Readiness

Prior to facilitating, the facilitator should be familiar with the resources in this toolkit, including the [SISEP Active Implementation Hub Lesson 10: Initiative Inventory](#) (name and email address required), [Initiative Inventory Process Tool](#), and the [Initiative Inventory Template](#).

Next Steps

Connect with the [Evaluating Current and New Initiatives and Strategies Toolkit](#) where you will find tools to support your future planning in determining the strategies that your organization will support moving forward. The following processes will be focused on within the toolkit:

- Determining whether to prioritize or deselect current strategies or adopt a new strategy.
- Determining the Fit and Feasibility of current or new strategies utilizing the Hexagon Tool
- Selecting/Adding strategies within the MiStrategy Bank to add to within the MICIP Platform

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