## STP Worksheet

**S**- Situation **T**- Target **P**- Plan

Attempts at delegation and action planning often fail because there is a lack of alignment on the definition of the situation. Furthermore, rarely do people clearly agree on the target state priorto formulating an Action Plan. Attaining agreement on ***what*** the situation and the ideal target state are, ***before*** attempting to discuss ***how*** to get to the target state will ensure solid Action Plans. When Action Plans are also developed by the people responsible for the results, the commitment to the plans will be higher and the opportunity for success significantly increased. If the endeavor is delegated, it’s important to check that there is agreement on the situation and the target with key interested parties, before implementing the Action Plan. This ensures that the Action Plan will be supported and deliver the results desired.

### Hurdle or Barrier we are addressing:

## S - Defining the Situation:

Ask questions beginning with what, when, where, why, who and how. For example: How is it effecting our customers, employees, financial results, competitive position, teamwork, communications and the quality of our products/services? Include facts, opinions, beliefs, feelings, hunches, and assumptions. Feelings and beliefs are valid, just because someone feels them. Only facts can be debated and tested. If there is disagreement on facts or significant facts are unknown, the action plan can include an information-gathering step.

## T- Identifying the Target:

What is the ideal state? It’s the end of the assignment and we’ve done a great job, what does that look like? What outcomes or results are we looking for? **Check that for every point under the situation, there is a point under the target that addresses the issue.**

STP Worksheet

## P- Plan

Action Planning Worksheet

**Date:** **Champion**: **Team: 5**

**Given the Situation and Target, our goal is**

**Why this goal is important *OR* (CSF(s) it addresses:**

**Measurable Result (How we’ll know it’s successfully completed)**

## Action Steps:

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| **What** | **By When** | Who |
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### Questions:

*Are the Actions ordered to provide the most significant impact as early as possible? Is there a significant benefit to the company if a partial solution is implemented first, and refinements added later?*

**% Chance of Success**  ***Or*** **foot toss**

**Possible Major Barriers to Success**:

### Help Required: