**HOW DO YOU HOLD A GROUP RESPONSIBLE FOR THEIR COMMITMENTS IN ACTION PLANNING?**

* Have a well laid out timeline.
* Use a shared platform to track steps of the plan, who is doing what, what has been done.
* Establish a deliverables timeline alongside the actions themselves in the calendaring step.
* Getting the notes out immediately to everyone and at the top list the assignments and people responsible.
* Clarify what was decided and what remains to be determines as part of the coordination or resolve steps in action planning.
* Have an online project management tool that send automatic reminders to send updates.
* Make sure the first item on the follow-up meeting agenda is a check-in on assignments.
* Brainstorm "to do" activities during each meeting and ask people to commit to do one of those for the next meeting.
* Meeting minutes to get folks accountable and do follow-up emails
* Ask for updates at each meeting and share with the group. Give folks a partner from another agency if possible.
* Be the agent of reality as a facilitator, make sure people are willing and that it is practical for them to do the assignments before they commit.
* Make sure the action plan in being done for a project that everyone is committed to completing in the first place.
* Have a coordinator - in the coordination phase a question that is asked is; "How will we coordinate our actions? Shall we have a steering team? An overall coordinator?" If the group says "no" then ask how they will be assuring that the tasks get accomplished?
* Depending on timeline- schedule in-person meetings to report small accomplishments and lessons learned in the process
* A reminder 2 weeks in advance with the assignments