

# Sample Theme and Project Worksheet for an Adaptive Plan

## CONCEPTS FOR CO-CREATION

**Themes:** Big ideas connected to a challenge we're trying to overcome or an opportunity we're trying to advance

**Projects:** Actions we're going to take linked to themes that are designed to overcome a challenge or advance an opportunity.

**Principals:** Collective values that guide how we would like to act

**Vision:** What we want the future to look like

## THEME WORKSHEET

### CREATED BY

Author:

### THEME NAME AND DESCRIPTION

*Describe the big idea.*

### THE PROBLEM OR OPPORTUNITY

*A challenge we're trying to overcome or an opportunity we're trying to advance.*

### WHY IT IS IMPORTANT

*What kinds of outcomes will it lead to?*

### KEY PRINCIPLES (EXAMPLES)

- Diverse and inclusive
- Innovative
- Sustainability
- Collaborative

### TRENDS AND CONDITIONS CONTRIBUTING TO THE THEME

Recent (It's happening)

Emerging (It's starting to happen)

Weak signals (We're sensing signs, but not sure what they are or what they mean)

## QUESTIONS FOR THOUGHT

### WHAT CAN BE DONE

Best practice responses (Typical/Normal)

Future forward adaptive possibilities

### THE ECOSYSTEM

Assets (things, people, organizations)

Opportunities to Build On

Challenges to Address

### FURTHER INFORMATION NEEDED

*To further understand the challenge, what information is needed.*

## PROJECT WORKSHEET

### CREATED BY

Author:

### PROJECT NAME

*Action we're going to take.*

### PROJECT DESCRIPTION & PURPOSE

### INTENDED OUTCOMES

### KEY PRINCIPLES (EXAMPLES)

- Diverse and inclusive
- Innovative
- Sustainability
- Collaborative

### TRENDS AND CONDITIONS DRIVING THE PROJECT

Recent

Emerging

Weak signals

### PARTNERS/CONTRIBUTORS/BENEFICIARIES

**INITIAL ACTIONS/ACTIVITIES TO GET STARTED**

Task	Who	By When

**RESOURCES NEEDED**

Including funding, staffing, equipment, skills, knowledge, etc. to have the capacity to be able to start and implement.

**MEASURES OF SUCCESS**