



MERIDIAN INTERFAITH CONSULTING, LLC
IMPLEMENTATION GUIDE
WWW.MERIDIANINTERFAITH.ORG

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GOAL ORIENTED STRATEGIES

While goals may be broad-based, implementation strategies drill down to specific efforts necessary to achieve goals. This implementation guide assists in creating an action plan to achieve short and long-term goals and priorities and implement solutions.

Goal 1: List your first goal here.

Strategies: List strategies here.

Implementation Initiatives for Strategies: List implementation initiatives

Implementation Projects for Strategies: List implementation initiatives

CREATING SOLUTION(S)

When creating solution(s) for the identified problem, always keep in mind the mission statement created. Revisit the mission if you need to and only alter the mission if absolutely necessary. Objectives should be outlined using the following criteria:

Is this problem a concern of employees of a certain religion/religious practice at the institution?	YES / NO
Allotted Budget Size	Amount:
Projected Budget	Amount:
Budget Concerns	<ul style="list-style-type: none">•••

Social Capital Involved	<ul style="list-style-type: none"> • • • • •
Physical Labor/Implementation Involved	<ul style="list-style-type: none"> • • • • •
Learning and leadership opportunities created	<ul style="list-style-type: none"> • • • • •
Are the learning and leadership opportunities meaningful to the institution's curriculum/desired learning outcomes?	YES / NO
Will religious practices be easier for people of this religion on campus with the proposed solution?	YES / NO
Will academic goals be reached easier because of the solution?	YES / NO
Have people of this religion been contacted to ask for their opinions on the proposed solution(s)?	YES / NO

Has the chosen solution fared well in other divisions?	YES / NO
How will problems faced by other divisions who have implemented a similar solution be resolved?	<ul style="list-style-type: none">•••••

ASSESSING THE SOLUTION(S)

The content of the solution(s) should be clearly presented in written form to staff members who need to be aware of such implementation on campus. The written proposal for the solution(s) should contain the following material:

- Assessment of the current situation/statement on necessity for change.
- Contact information of staff/office who proposed the solution.
- The clearly identified single problem being addressed in this report.
- Clear reasoning why problem should be addressed (priority)
- Develop a clear methodology or steps to achieving a goal based on the proposed solution.
- The proposed solution(s) (multiple options possible):
 - Cost of proposed solution
 - Solution proposal
 - Concerns raised or possible concerns about the solution
 - Examples of other institutions using the proposed solution
 - Equity created by proposed solution
- Provide a personal anecdote from an employee or concerned individual showing firsthand how the problem is relevant and is deserving of a timely solution.
- Outline a reporting plan to keep stakeholders aware of progress.

REEVALUATE THE SOLUTION(S)

Keep these criteria in mind when reevaluating a solution before implementing:

- Has the solution been reviewed by the individual who raised concern?
- Is the solution addressing the right problem?
- Was the solution generally well received by reviewers?
- Do you have proper permission to implement the solution?
- Has your research shown favorable outcomes from this solution?
- Will the solution provide a sustainable solution to the concern?
- Will knowledge from implementing the current solution possibly give insight that can be applied to similar concerns or problems?
- Will the solution solve the concerns about the individuals who are practicing a certain religion?
- Is a system in place to document the impact of the solution for use in the future by different divisions?

CLIENT SOLUTION PROPOSAL WORKSHEET

SOLUTION SUMMARY:

INDIVIDUAL(S) WHO RAISED INITIAL CONCERN:

HAVE THESE INDIVIDUALS APPROVED OF THE PROPOSED SOLUTION? YES / NO

PARTIES INVOLVED IN IMPLEMENTING SOLUTION:

HAVE THESE INDIVIDUALS APPROVED OF THE PROPOSED SOLUTION? YES / NO

DO YOU HAVE PROPER PERMISSION TO EXECUTE THE SOLUTION? YES / NO

WHO REVIEWED THE SOLUTION / WHY WERE THEY ASKED TO REVIEW SOLUTION:

OUTCOME FOR OTHER DIVISIONS THAT HAVE IMPLEMENTED SIMILAR SOLUTIONS:

COMPLETED BY:

IMPLEMENT SOLUTION

If possible, try piloting the solution on a smaller scale before implementing it in order to address any final glitches or issues. If piloting is not possible, be sure to review the solution extensively with the individual(s) who raised the initial concern, the parties involved with implementation, and the stakeholders of the project. Be especially sensitive to making sure that the solution meets the religious needs of the individual(s) who raised the initial concern.

- Ensure your written solution proposal is well documented.
- Clarify any outstanding details that have not been addressed.
- Obtain resources necessary to implement solutions.
- Openly communicate with involved parties during every step of implementation.
- Initiate any training that may need to happen.
- Document progress along the way and any challenges faced.
- Document feedback both negative and positive received.
- Ensure that impact assessments will be initiated at regular intervals to assess progress.
- Report impact and reception to stakeholders regularly.