

## TTC Plan Worksheet

### Using the Results-Based Accountability Framework

**Metric:** \_\_\_\_\_ **Development Team:** \_\_\_\_\_

**When to Use this Worksheet:** This worksheet can be used throughout the development of your TTC Plan. After your team has completed these sections – you can copy and paste the text directly into the Scorecard software.

**How to Use this Worksheet:** This worksheet is designed to assist your team in the development of your TTC Plan. Each of the sections include prompts (bullets) for the necessary sections of your plan (positive/negative factors, partners and their roles, what works for turning the curve – and determining if additional research is needed, the strategies that you are going to implement, and the actions that accompany the strategies. Try to list items for at least 2-3 bullets in each section. Examples/conversation starters are listed in the TTC Plan Examples document.

This worksheet is designed to assist teams as they work through the steps to write a comprehensive Turn-The-Curve Plan (TTC). Members who could play a role in the development of your TTC are listed below:

- A project champion who ensures that everyone involved at the hub is “on board” and committed to the ultimate success of the project.
- A project leader, who is responsible for overall planning and execution of the project.
- An RBA framework lead who is responsible for helping the other team members at their hub to learn and implement the RBA framework.
- A Scorecard software lead who is responsible for helping others at the hub learn the Scorecard software.
- A metrics topic lead, responsible for overseeing the collection of metric data. Hubs could choose to have a different metric expert for each of the common metrics.

**1: Story Behind the Curve**

*What is the Story Behind the Curve? List in order of priority the factors that influence the “curve”.*

**Positive Factors (internal and external):**

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**Negative Factors (internal and external):**

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## 2: Partners

Who are partners who might have a role to play in turning the curve? *List potential partners and the role(s) they might play. Potential roles may include: department liaison, legal advisor, trainer, evaluator, advocate, subject matter expert, mentor, application reviewer, program implementer, and career advisor. Do not list current/existing team members as partners, unless they are taking a different or expanded role.*

- **Role:**
- **Role:**
- **Role:**
- **Role:**
- **Role:**
- **Role:**
- **Role:**

## 3: What Works

Keeping in mind the Story Behind the Curve, what would work to turn the curve? *List potential strategies – include no-cost or low cost strategies that would work even if they are not feasible.*

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Additional research, if needed:

*[Potential sources may be a literature review, discussions with other CTSA Programs, or review of CM Reports.]*

## 4: Strategies

What do we propose to do to turn the curve? *Consider specificity, leverage, values and reach. List your proposed strategies.*

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### 5: Actions

Keeping in mind the strategies selected, what actions need to be undertaken?  
*Be sure to complete each component.*

Name of Action:		
Detailed description of action to be taken		
Assignee:	Start Date:	End Date:
Name of Action:		
Detailed description of action to be taken		
Assignee:	Start Date:	End Date:
Name of Action:		
Detailed description of action to be taken		
Assignee:	Start Date:	End Date:
Name of Action:		
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