
Form – Diamond 9 planning

Use this template to clarify your decision-making priorities. List all the factors that influence the decisions you need to make and then allocate them to a space on your diamond 9 grid, with the most important decisions at the top and the least important at the bottom. You can use this as a discussion tool with the rest of the SLT or your SBM team.

The form consists of nine empty rectangular boxes arranged in a diamond shape. The top row has one box. The second row has two boxes. The third row has three boxes. The fourth row has two boxes. The bottom row has one box.

Form – Decision-making to action planning

First use the 'Form – Diamond 9 planning' to prioritise your decisions, then use this template to plan what actions you are going to take.

Step 1: What is your priority for action?
Review outcomes of the diamond 9 to confirm or modify priorities for action.
Step 2: What exactly is the present situation?
Clarify and agree on present practice.

Step 3: What needs to be done?	
Brainstorm and agree on the main actions to be taken.	
Step 4: What resources are needed?	
Identify the resources needed in terms of time, space, equipment, funding, and how they will be accessed and organised.	
Step 5: What are the main driving and restraining forces?	
List the forces that are working for and against you and see if you can find ways to increase the driving forces and decrease the restraining forces.	
Driving forces prompting change	Restraining forces resisting change

Step 6: How will you know what has been achieved?

Brainstorm and agree on the main objectives and targets and how they will be evaluated.

Step 7: Who will be responsible for what actions?

Agree on roles and responsibilities.

Step 8: What is the timetable?

Agree on when the various tasks are to be completed and evaluated.