



Back to the Future: Road Test Planning Worksheet

Scenario: Time Travel Troubles

AREA FOR IMPROVEMENT:

People keep using the time machine without following any clear process. This leads to confusion, overlapping travel plans, and major disruptions to the timeline.

ROOT CAUSES:

- There is no consistent system for how people log their time travel.
- Different travelers do things their own way, so you can't keep track of who's where in time.
- Travelers often forget important steps or mix up dates.

GOAL:

Ensure that people prepare for and manage time travel, so that everyone can:

- Travel safely
- Avoid timeline mix-ups
- Make it easier for you and your team to keep track of trips

PLAN: Define Your Strategy

- What is the specific strategy you want to road test?
- Why THIS strategy?
- Who will you involve in this small-scale test?
- What is your timeframe? (e.g., 2 weeks, 3 sessions)

LEARNING QUESTIONS

Develop 1–3 learning questions to guide your test. Focus on implementation and early outcomes.

Examples:

Implementation: Did staff have what they needed to support travelers during the test?

Early outcomes: Do travelers feel more confident and prepared after using the new process?

DO: Test the Strategy

- How will you carry out this test?
- What materials, tools, or training will you need?
- What steps will staff/participants take?

STUDY: Collect Feedback & Data

- What feedback or data will you collect to answer your learning questions?
- Who will collect it? How and when?
- How will you analyze it quickly to learn from the test?

ACT: Adapt, Adopt, or Abandon (*optional*)

- Based on your findings, what will you do next?
 - Adopt (keep the strategy)
 - Adapt (tweak and test again)
 - Abandon (try something new)
- What could your next steps look like?

TEAM DEBRIEF

Be ready to share:

- Your learning questions
- What you planned to test
- How you would collect feedback