

Understanding Systems and the *Program Administration Scale (PAS)*

DEVELOPING A SYSTEM

Use the following questions to help guide you in the development or improvement of a system in your organization.

1. Identify the need for a practice, noted in the PAS, for which you would like to create a system.
2. What is the history of the issue: What is not working? Have there been previous attempts to improve the issue? Who has been involved?
3. What strengths can you build on to achieve change?
4. What needs to be more organized?
5. Is there anything that is critical to do on a regular basis?

6. Who needs to be involved in the change process?

7. Brainstorm possible strategies for solutions.

8. Are there challenges you can foresee in implementing those strategies?

9. How will you know that the planned change is occurring?

10. What will this new system look like when it is successfully implemented?

11. Have you considered the three components of a system as defined by the PAS?

Concrete evidence: _____

Multiple individuals: _____

Defined process of accountability: _____

Bella, J. (2016). *The Honeycomb and Beyond: Developing Systems*. Wheeling, IL: McCormick Center for Early Childhood Leadership, National Louis University. Duplication permitted.