



Planning and Delivery Accelerator

From Intention to Execution – Accelerate What Matters and Deliver What Counts

EXPLAINER GUIDE

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1. What It Is

The Planning & Delivery Accelerator is a structured support tool designed to help institutions shift from strategy to action and improve delivery outcomes.

Whether you're engaging in early-stage planning, launching a new initiative, reviving a stalled priority, or managing complex cross-agency execution, the Accelerator helps translate high-level plans into real-world progress. It strengthens both planning and implementation by embedding delivery logic from the outset. Built for institutions operating in challenging contexts – where delivery demands are high, but resources, coordination, and time are limited – it brings discipline to how strategy is converted into sustained action.

Across the Caribbean and other small state contexts, a persistent implementation deficit has become a defining barrier to progress. Plans don't typically fail because of poor strategy, they fail because institutions lack the systems orientation, operational mechanisms, and coordination structures needed to execute them. Plans may exist, but without clear pathways, defined roles, or structured follow-through, progress stalls.

The Accelerator addresses this gap by instilling delivery logic and discipline, helping teams think and work more systematically. It gives structure to execution and coherence to the way institutions move from plan to progress.

Designed for leadership teams, the Accelerator offers a practical, repeatable approach to strengthening execution, improving coordination, and driving results where they matter most.

2. What It Helps You Do

- Break down strategic plans into practical, deliverable steps
- Connect teams, systems, and roles to delivery priorities
- Spot coordination gaps and delivery bottlenecks
- Unblock stalled reforms or priority initiatives
- Establish a repeatable structure for planning, implementation, and review
- Strengthen institutional delivery capacity through practical, hands-on use
- Create momentum through visible progress and active oversight

3. When To Use It

Deploy the Planning & Delivery Accelerator when your institution faces a pivotal moment of strategic or operational importance:

- During early-stage planning to embed delivery thinking from the start
- At the launch of a new programme, reform initiative, or implementation phase
- When execution is lagging despite a clear strategy
- To coordinate multi-agency or donor-funded delivery efforts
- During restructuring, leadership transitions, or shifting priorities
- To reset after a stalled, delayed, or derailed initiative.

4. Example Scenarios

The Accelerator is especially useful in contexts where structured execution is critical:

- A flagship government initiative has stalled and needs structured recovery
- A donor-funded programme is shifting into implementation and requires clear roles, milestones, and progress tracking
- A cross-ministerial team is launching a new national strategy and needs delivery architecture to guide execution
- A new Permanent Secretary or Director is looking to realign their team around top institutional priorities
- A Ministry or agency wants to restore momentum and coordination after leadership turnover or delayed reform

5. How To Use It

The Accelerator includes structured prompts, facilitation sequences, and planning templates to support planning, execution, and follow-through in real time. It introduces a repeatable process that strengthens delivery capacity across teams, ensuring that strategy doesn't stop at the planning table.

It is flexible enough to be used as:

- A facilitated tool during retreats, workshops, or implementation sprints
- A structure for strategy-to-alignment sessions scheduled around monthly or quarterly planning and review cycles

- An anchor for cross-functional working groups including donor coordination or reform steering groups
- A supplement to internal planning systems and working group structures
- An enabler for follow-through on reform plans and flagship projects

Use it to bring structure to big conversations, clarify execution pathways, and ensure consistent follow-through. Whether used in a single session or embedded over time as part of a broader institutional strengthening programme, the Accelerator supports real-time delivery. It can also be combined with tools like the Recovery Audit, Strategic Reset Checklist, or Structured Transition Framework to support a wider reform or results agenda.

6. Who It's For

The Accelerator is ideal for:

- Ministries and public agencies
- Delivery units and cross-ministerial teams
- Programme managers and reform coordinators
- Donor programme leads and technical advisors

It works particularly well in systems facing capacity gaps, reform fatigue, or complex coordination demands.

7. Optional Add-Ons

The Accelerator can be used independently or paired with complementary supports:

- Facilitated Retreats and Planning Sessions
- Strategy-to-Delivery Alignment Workshops
- Retainer-Based Institutional Strengthening Support
- Integrated Use with Recovery Audit, Reset Checklist, or STF

8. Final Encouragement

You already have the vision. This is the tool to help you deliver it.

Use the Planning & Delivery Accelerator to:

- Break through inertia
- Focus your delivery effort
- Align your teams
- Turn priorities into progress

From high-level ambition to practical action – this is how delivery moves forward.
