**Implementation Plan**

*This resource is a template for keeping track of all of the projects and tasks that your team will take on during implementation. Before the work plan, there is space for recording major decisions and notes relevant to your work plan from across Phase I and Phase II: vision, core beliefs, goals, communications, roles and responsibilities, and decision-making process. This is meant to be a “one-stop shop,” but the format may not be right for your team. Modify as needed - add or delete sections, adjust tables and rows, or separate into multiple templates.*

**Vision (set in Establish the vision, Phase I, Key Action 2, Step B):**

**Core Beliefs (set in Establish the vision, Phase I, Key Action 2, Step B)**:

**Goals (set in Set goals, roles, and monitoring plan, Phase II, Key Action 1, Step C):**

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| --- | --- | --- | --- | --- |
| **Goal Area** | **Goal(s)** | **Measures and Frequency** | **How will we collect and analyze data?** | **When will we step back and adjust?** |
| Teacher and Student Investment |  |  |  |  |
| Teacher Practice |  |  |  |  |
| Student Outcomes |  |  |  |  |

**Key Stakeholders and Communications (set at the end of each step in Phase II):**

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| **Stakeholder Group** | **Communication Channels** | **Communications Needed** |
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**Roles and Responsibilities (set in Set goals, roles, and monitoring plan, Phase II, Key Action 1, Step E):**

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| **Person / Role** | **Responsibilities** | **Training and Support Needs** |
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**Decision-Making (set in Set goals, roles, and monitoring plan, Phase II, Key Action 1, Step E):**

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| **Key Decision** | **Who is responsible for making it?** | **Who will consult?** |
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**Progress Monitoring (set in Set goals, roles, and monitoring plan, Phase II, Key Action 1, Step D):**

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| **Goal** | **Progress Monitoring Action(s) to be Taken** | **Owner** | **Date** | **Outcome** |
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**Work Plan:** Below are descriptions of some of the terms across the top row.

* Project: describes the bucket of work; many organize projects by key action (i.e. coaching)
* Task: describes an action step in the project (i.e. determine who will lead upfront materials training)

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| --- | --- | --- | --- |
| **Project** | **Task** | **Owner** | **Deadline** |
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