National Center for Community Schools

Improvement Lab: Plan Template *with Prompts*

The prompts below help to check your plan to ensure it is complete, logical, and important.

*What **problem** are you addressing? Which **root cause(s)** are you targeting?*
- *Is your problem specific? Have you included available data to quantify it? Make sure it is a problem, not a solution (e.g., we don't do enough counseling).* - *Are you addressing a root cause identified in your fishbone or empathy interviews?* - *Does your root cause feel important? Meaning, if you could move the needle on it, would you make a big impact on the problem?*
*Describe the **change idea** you plan to try to address the problem.*
- *Does your change idea directly impact your root cause?* - *Is your change idea within your locus of control?* - *Is the change idea something you can test in less than six weeks?*
*What do you **predict** will happen? Why do you think this will work? What are the **driver(s)** you are leveraging? (Your driver is the "what" - the essential component that will lead to improved outcomes: positive relationships, reliable transportation, etc.)*
- *If you implement this change, what will happen? Explain your theory of how this change will impact the outcome.* - *Do you predict the change idea will work better in some cases, or for some people, than others?*
*What **barriers** do you anticipate? What will make this change challenging?*
- *Are there any ways to mitigate barriers that are within your locus of control?*
*What **practical measures** will you collect to know if your change idea is successful?*
- *What data will you collect to know whether the change idea was implemented as planned?* - *How will you measure the driver (e.g., students feel safer)?* - *How will you measure whether you have made progress on your initial problem (e.g., change in chronic absenteeism)?*

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*What **steps** do you need to take?*

Step(s)	Timing	Person responsible
Have you included: - *Sharing the plan for feedback with key stakeholders and participants as a first step* - *Who will implement the change idea, when, and how* - *Who will collect the data, when, and how* - *Steps to mitigate the barriers above, if possible* - *A time and space for regular reflection*		