Selection Plan

This template is a place to record projects and tasks that your team will take on during selection. Modify this to a format that works for your team. At the bottom of the template, there is a list of sample projects and tasks to help you get started.

Decision-Making (set in Key Action I.1.B, Plan Your Process):

Key Decision	Who is responsible for making it?	Who will consult?

Key Stakeholders and Communications (set in Key Action I.1.E, Plan Your Process):

Stakeholder Group	Communication Channels	Communications Needed

Schedule of Events (set in Key Action I.1.C, Plan Your Process):

Key Event (include ideal selection date)	Date

Originally sourced from Instruction Partners

Vision (set in Key Action I.2.B, Establish the Vision):

Core Beliefs (set in Key Action I.2.B, Establish the Vision):

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 (e.g., coaching)
- Task: Describes an action step in the project (e.g., determine who will lead up-front materials training)

Project	Task	Owner	Deadline

Sample projects and tasks:

Project: Form the Review Committee

- Create role and responsibility doc for Review Committee
- Determine what roles need to be represented on the Review Committee
- Finalize criteria for Review Committee members
- Email committee to determine meeting availability
- Communicate who is serving on the committee to the system and share their role

Project: Leading the Review

- Train all Review Committee members on the rubric and selection process
- Review materials
- Determine plan for pilot
- Make final selection decision