# Implementation Plan

*This resource is a template for keeping track of the goals, roles, plans, and tasks your team will take on during implementation. This template is meant to be a one-stop shop for all information related to implementation, 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 and Core Beliefs | |
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| *Set in Phase 1, Key Action 2, Step B: Establish the Vision* | |
| **What is the vision of instructional excellence for this subject?** | |
| **What are the core beliefs that will be the foundation for our work?** | |

| Implementation Team Roles and Responsibilities | | | |
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| *Set in Phase II, Key Action 1, Step B: Get Clear on Charge and Roles* | | | |
| *Finalized in Phase II, Key Action 7, Step B: Revisit Roles and Responsibilities and Set the Plan* | | | |
| Name of Team Member | Responsibilities (Decisions, Actions, Tasks) | Deadline | What training, resources, or support is needed to get this done? |
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| Key Decision Tracker |
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| Created in Phase II, Key Action 2, Step A: Map Out the Implementation Planning Process |
| Finalized in Phase II, Key Action 7, Step B: Revisit and Finalize Goals and Plans |

| Key Decision | Deadline | Who's responsible for making the decision? | Who should be consulted? | Who needs to sign off before the decision is finalized? | Who should be informed once the decision is made? |
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| Goals for Successful Implementation |
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| Set in Phase 2, Key Action 2, Step B: Draft the Goals for Successful Implementation |
| Finalized in Phase II, Key Action 7, Step A: Finalize Implementation Goals and Determine How You Will Monitor Progress |

|  | Goal Area | Goal(s) | Measures and Frequency | How will we collect and analyze data? | When will we step back and adjust? |
|---|---|---|---|---|---|
| Year 1 | Teacher and student investment |  |  |  |  |
|  | Teacher practice |  |  |  |  |
|  | Student outcomes |  |  |  |  |

*Originally sourced from Instruction Partners*

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| **Year 2** | Teacher and student investment | | | | |
| | Teacher practice | | | | |
| | Student outcomes | | | | |
| **Year 3** | Teacher and student investment | | | | |
| | Teacher practice | | | | |
| | Student outcomes | | | | |

| Communications Plan | | | |
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| *Set at the end of each Key Action in Phase II* | | | |
| Topic | What do we need to communicate? | Who do we need to communicate with? | How will we communicate it? |
| Team members, planning process, and goals | | | |
| Assessment and grading | | | |
| Pacing, common use, and customization | | | |
| Collaborative and individual planning | | | |
| Coaching | | | |
| Training | | | |

*Originally sourced from Instruction Partners*

| Training and Support Plan | | | |
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| *Set at the end of each Key Action in Phase II* | | | |
| *You will prioritize and sequence these training needs in Key Action II.6: Determine the Plan for Training Teachers and Leaders* | | | |
| Topic | Training and Support Needs for Teachers | Training and Support Needs for Leaders | Other training and support needs? |
| Assessment and grading | | | |
| Pacing, common use, and customization | | | |
| Collaborative and individual planning | | | |
| Coaching | | | |
| Training on instructional vision—upfront | | | |
| Training on materials—upfront | | | |
| Training on instructional vision—ongoing | | | |
| Training on materials—ongoing | | | |

| Progress Monitoring | | | | |
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| *Set in Phase II, Key Action 7, Step A: Finalize Implementation Goals and Determine how you will Monitor Progress* | | | | |
| Goal | Progress Monitoring Action(s) to be Taken | Owner | Date | Outcome |
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*Originally sourced from Instruction Partners*

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| Key Dates | |
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| *Initially Mapped in Phase II, Key Action 2, Step A: Map Out the Implementation Planning Process* *Updated throughout!* | |
| Date | Meeting, Event, or Deadline |
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