

ACTION PLANNER TOOL 14— IMPLEMENTATION PLANNER

Instructions: Fill in the name(s) of the person(s) completing the tool and the date. Read the award-winning Implementation Success Actions below and Critical Steps for each. Use Tool 2, Action Accountability Planner, to make action plans where indicated. Add other implementation success actions you identify, and use Tool 2 to make an action plan for each. Revisit these implementation actions periodically to assess need for changes.

Name(s): _____ Date: _____

Implementation Success Actions	Critical Steps
<p>Stay abreast of and incorporate best practices into teaching, learning, and leadership.</p>	<ul style="list-style-type: none"> • Identify specific, manageable topic areas for ongoing research. • Make an action plan for conducting ongoing research in each area. • Make an action plan for reporting back and incorporating new ideas.
<p>Ensure school/district policies and practices support actual PD implementation for staff in schools.</p>	<ul style="list-style-type: none"> • Identify current and potential policy barriers to implementing the PD plan. • Identify potential solutions to barriers. • Make an action plan to research and narrow solutions. • Make an action plan for desired changes. • Include new barrier identification and problem solving as a regular agenda item.
<p>Ensure that resources remain available to organize and implement PD.</p>	<ul style="list-style-type: none"> • Make a list of all current sources of funds, expertise, facilities. • Make an action plan for meeting the goals and needs of current resources (fundors, volunteers, etc.) to increase the chance of future assistance. • Identify potential new sources of funds, expertise, facilities. • Make an action plan for researching and obtaining assistance from new sources.
<p>Make PD part of everyday life at school.</p>	<ul style="list-style-type: none"> • Identify opportunities to make PD part of everyday life, including regular time for PD, integrating PD into teaching and school management, and developing visible cultural symbols of support for PD. • Identify barriers to making PD part of everyday life. • Identify solutions to barriers. • Create an action plan for making changes to incorporate PD into everyday life.
<p>Other implementation success actions for your school or district</p>	

