

ACTION PLANNER TOOL 1, PART A— PROFESSIONAL DEVELOPMENT DESIGN STAKEHOLDER SUMMARY

Instructions: Fill in the name(s) of the person(s) completing the tool and the date of the final version. Indicate whether you are discussing initial or ongoing PD design participation. Indicate the level for which you are planning PD design participation. Note: You may decide later who will participate in team and individual PD design, as this may depend on the district- and school-level PD design. Review the list of PD design stakeholders in the left column and modify as needed. Next, complete Tool 1, Part B, then fill in the summary below. Finally, review the summary to ensure that you have clarified how all stakeholder groups will be involved in PD design.

Name(s): _____ Date: _____

Check One: Initial PD Design Ongoing PD Design

Organization Level (*check one*): District School Team Individual

Stakeholders	Summary of Role(s) in PD Design
Example: <i>Teachers</i>	Representatives: <i>Instruction team leaders on working team make final decisions</i> All: <i>Get initial input via survey; keep informed of progress in regular weekly staff meeting</i>
Teachers	Representatives: All:
Other School Staff	Representatives: All:
Principal	
District Staff	Representatives: All:
District Management	Representatives: All:
Students	Representatives: All:
Parents	Representatives: All:
Community	Representatives: All:
Experts	
Other	
Other	