

ACTION PLANNER TOOL 1, PART B— PROFESSIONAL DEVELOPMENT DESIGN PARTICIPATION PLANNER

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. Looking at the list of stakeholders from Part A, answer the questions below. Next, review the stakeholder list in Part A to ensure you have considered all stakeholders. Finally, summarize your decisions in Part A.

Name(s): _____ Date: _____

Check One: Initial PD Design Ongoing PD Design

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

Who will participate on the working team to develop PD design details?

Stakeholder group	All or representatives?	How are representatives chosen?
Example: <i>Teachers</i>	<i>Reps</i>	<i>Instructional Team Leaders</i>

Who will have input into PD design, up front or in review (e.g., via survey, focus group)?

Stakeholder group	All or representatives?	How are reps chosen?	How is input obtained?
Example: <i>Teachers</i>	<i>All</i>	<i>N/A</i>	<i>Initial survey</i>

Who will have authority to make final decisions about PD design?

Stakeholder group	All or representatives?	How are representatives chosen?
Example: <i>Teachers</i>	<i>Reps</i>	<i>Instructional team leaders</i>

Who else will we keep informed of our design decisions and progress?

Stakeholder group	All or representatives?	How are reps chosen?	How is input obtained?
Example: <i>Teachers</i>	<i>All</i>	<i>N/A</i>	<i>Initial survey</i>

