Team Planning Time: Bringing It All Together

2015–16 CAASPP Institutes
Final Planning Template

2015-16 CAASPP Institute
Final Planning Template

Before you start, review the System Readiness Rubric and the Planning Templates from each of the three sections of the CAASPP Institute.

Identify 8 to 10 goals that your team feels are most important to accomplish in 2015-16.

From that list, select one idea and complete this template. Begin with “Record” below...

**Record** one of the team’s prioritized ideas:

Describe what each of these groups will be doing, once this idea is accomplished:
- District?
- Site Administrators?
- Teachers?
- Support Staff?
- Students?
- Parents?

**Think** about leadership:
What skills will be critical to this effort? What leaders do you have? Who will you need to involve?

**Communicate** broadly, early, and often:
What do your stakeholders care about? How will you build consistency in messaging? How will you ensure two-way communication? What existing communication structures can be used?

**Identify** critical stakeholders:
Who needs to be involved for this effort to be successful? Are they more likely to resist or embrace this work?

**Address** and list potential challenges:
- What operational or systemic challenges might surface?
- How much training will site administrators and teachers need?
- What commitments will need to be considered? What missing resources might cause delay?

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<th>October, November, December</th>
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<th>March, April</th>
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**SCHOOL OR DISTRICT NAME:** ___________________________    **DATE:** ____________________
Goal:
Identify three to five most important goals to accomplish in 2015–16

2015–16 CAASPP Institute Final Planning Template

Before you start, review the System Readiness Rubric and the Planning Templates from each of the three sections of the CAASPP Institute. Identify 3 to 5 goals that your team feels are most important to accomplish in 2015-16. From that list, select one idea and complete this template. Begin with “Record” below...
Record One Idea and Describe the Vision

Goal:
Get clarity on the outcome for this idea

Record one of the team’s prioritized ideas:

Describe what each of these groups will be doing, once this idea is accomplished:
District?
Site Administrators?
Teachers?
Support Staff?
Students?
Parents?
Identify Critical Stakeholders

Goal:
Think about who needs to be involved, and the implications.

Identify critical stakeholders:
Who needs to be involved for this effort to be successful? Are they more likely to resist or embrace this work?
Address Potential Challenges

Goal:
Think through obstacles to the work

Address and list potential challenges:
- What operational or systemic challenges might surface?
- How much training will site administrators and teachers need?
- What commitments will need to be considered? What missing resources might cause delay?
Think About Leadership

Goal:
Identify formal and informal leaders

Think about leadership:
What skills will be critical to this effort? What leaders do you have? Who will you need to involve?
Communicate

Goal:
Identify opportunities for communication; think about messaging

Communicate broadly, early, and often: What do your stakeholders care about? How will you build consistency in messaging? How will you ensure two-way communication? What existing communication structures can be used?
Map Out Activities

Goal:
Identify necessary action steps, with a timeline and person(s) responsible

Map out activities in stages. Begin by listing some “big ideas” of what needs to happen right now, and over the next few months; indicate who will be responsible.

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Goal:
Identify three to five most important things to accomplish in 2015–16

2015–16 CAASPP Institute Final Planning Template

Before you start, review the System Readiness Rubric and the Planning Templates from each of the three sections of the CAASPP Institute. Identify 3 to 5 goals that your team feels are most important to accomplish in 2015-16. From that list, select one idea and complete this template. Begin with “Record” below...
Record One Idea and Describe the Vision

Goal:
Get clarity on the outcome for this idea

Record one of the team’s prioritized ideas:

Describe what each of these groups will be doing, once this idea is accomplished:
District?
Site Administrators?
Teachers?
Support Staff?
Students?
Parents?
Afternoon Break
10 minutes
Identify Critical Stakeholders

Goal:
Think about who needs to be involved, and the implications.

Identify critical stakeholders:
Who needs to be involved for this effort to be successful? Are they more likely to resist or embrace this work?
Address Potential Challenges

Goal:
Think through obstacles to the work

Address and list potential challenges:
What operational or systemic challenges might surface?
How much training will site administrators and teachers need?
What commitments will need to be considered? What missing resources might cause delay?
Think About Leadership

Goal:
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Sharing of Team Priorities

By team, be prepared to briefly share what your team selected as a top priority.

Make sure one of the facilitators has taken a picture of the team’s completed planning templates.
Closing Remarks, Resources, and Looking Ahead
Resources for Implementation Support

- County Offices of Education
- Job-alike colleagues from the CAASPP Institute
- Senior Assessment Fellows
- California Department of Education Web site (www.cde.ca.gov)
Looking Ahead to CAASPP Institute, Session 2

- Between now and February, implement priorities identified by teams in CAASPP Institute.
- Seek out resources for additional support as needed.
- Be prepared to share implementation process, successes, and challenges in February.