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:
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?

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?

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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<th>October, November, December</th>
<th>January, February</th>
<th>March, April</th>
<th>May, June, July</th>
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SCHOOL OR DISTRICT NAME: ___________________________   DATE: ___________________________