

District Plan Template

The Massachusetts Planning and Implementation Framework was developed by the Massachusetts Department of Elementary and Secondary Education to support the creation of a district plan. This optional framework defines all district plan and action plan components, and provides a common planning language that supports the shared understanding critical to successful planning and execution.

District plan components, as identified by legislative requirements, educator evaluation expectations, and effective planning practices, include the following:

- I. District Mission, Vision, Core Values
 - a. The district's **core values**
 - b. The district's **mission**
 - c. The district's **vision**
- II. Data analysis and theory of action for improvement
 - a. **Data analysis** of student achievement and gaps between student groups in core subjects
 - b. The district's **theory of action** for improvement
- III. Strategic Objectives and Initiatives
 - a. **Strategic objectives** for improvement (3 to 5 recommended, to support focus)
 - b. The **strategic initiatives** that will achieve these objectives
 - c. The **professional development** that will support each initiative
 - d. **Teacher induction** and **mentoring activities** that support successful implementation
- IV. Outcomes
 - a. Performance benchmarks—**interim and final outcomes**—and processes for evaluating initiative effectiveness

District Plan Format: There are as many effective ways to present a district plan as there are districts. Districts should create a format that works best for their community. The *Planning for Success* template that follows was used by a diverse set of pilot districts and well received by those districts. The template contains all elements required of a district plan, with the exception of a section that presents the district's data analysis. This straightforward and concise format is designed to make the plan as accessible as possible to all community members and support the plan's use as a living document.

Note to Facilitators: Several participants in *Planning for Success* pilot projects recommended showing the *Planning for Success* template at the outset of the planning process in order to help team members visualize what the resulting district plan might look like.

[District Name]: District Plan Overview [Year Span]
[date]

Mission		
[Insert mission statement]		
Vision		
[Insert vision statement]		
Core Values		
[Insert core vales]		
Theory of Action		
[Insert theory of action for improvement; an "If..." "Then..." statement]		
Strategic Objectives and Initiatives		
1. [Strategic Objective]	2. [Strategic Objective]	3. [Strategic Objective]
[Strategic initiative]	[Strategic initiative]	[Strategic initiative]
	[Strategic initiative]	
Outcomes		
[Insert specific and measurable outcomes here]		

Note: This template depicts a plan with three strategic objectives. Add columns, as necessary, to accommodate a plan with four or five strategic objectives.