**[School or District Name] Action Plan [Timeframe]**

*Setting Benchmarks to Monitor Progress and Impact During Implementation*

| **Strategic Objective** |  |
| --- | --- |
| **Strategic Initiative** |  |

**Describing Implementation**

*Describe how the initiative will be implemented, for example, citing programs by grade span, etc.*

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**Defining Key Terms**

*Define terms relevant for this initiative such as “equity” or “inclusion”*

| **Term** | **Definition** |
| --- | --- |
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**Monitoring Progress**

*Process Benchmarks:**What will be done, when, and by whom*

| **Process Benchmark** | **Person Responsible** | **Date** | **Status** |
| --- | --- | --- | --- |
| *Example: Identify common district-wide reading strategies* | *M. Edwards* | *3/4/19* | *Met* |
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**Measuring Impact**

*Early Evidence of Change: Changes in practice, attitude, or behavior you should begin to see if the initiative is having its desired impact*

| **Early Evidence of Change Benchmark** | **Person Responsible** | **Date** | **Status** |
| --- | --- | --- | --- |
| *Example: 75% of all teacher observations conducted in each school cite evidence of reading strategy implementation* | *S. Harris* | *2/1/20* |  |
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**Identifying Resources Supporting Implementation**

*List the people, time, materials and funds needed to implement this initiative*

| **Resource list (people, time, materials, money)** | **New/expanded use of existing resource** | **Reallocation/**  **Reassignment of Resource** | **New resources** | **Notes** |
| --- | --- | --- | --- | --- |
| *Example: Out of district pd provider for new reading strategies* |  |  | *District pd budget* |  |
| *Example: District pd for training teachers on new strategies* |  | *Time on existing PD calendar* |  |  |
| *Example: Coaching and modeling during PLCs for grade-level implementation of reading strategies* | *District ELA coaches will add strategies to coaching agenda* |  |  |  |
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