***Planning for Success:* Gathering Action Plan Progress Information**

**Instructions:** *For monitoring routines to be effective, they must be focused on up-to-date information about action plan implementation. This worksheet helps schools or districts prepare for monitoring routines by identifying the progress update information that needs to be collected for each strategic initiative’s action plan and those responsible for this collection.*

| **Strategic Initiative:** | |
| --- | --- |
| **Information Required to Monitor Progress**  *What information will be required to monitor action plan progress and impact?* |  |
| **Person(s) Responsible for Data Collection**  *Who should be tasked with collecting this data for the routine?* |  |
| **Other Information** |  |