**Blueprint Initial Implementation Tools and Resources: Action Plan Template**

This document provides an action plan template educator teams can use to outline specific actions they will take to implement ideas for improvement following completion of the Blueprint professional learning modules and initial implementation process. For information about the Blueprint modules and initial implementation process, including related tools and resources, visit the [Blueprint Planning and Professional Development](https://www.doe.mass.edu/ele/blueprint/plan/) page.

**Action Plan Template Components: Key Considerations and Guiding Questions**

1. **Assessing Readiness:** 
   1. What specific structures, processes, practices need to be discussed and addressed to implement desired change practices and reach established aim/goal?
   2. What key individuals need to be on board with changing those structures, processes, and practices?
   3. To what extent are key individuals supportive of potential changes?
2. **Define Roles:** Describe roles and expectations for key individuals (district leaders, school leaders, teachers, others). Ensure roles and expectations are realistic and attainable. How will you communicate your roles to others? Will you gain their input? If so, how?
3. **Communication Plan:** How will you set and communicate the purpose for the change practice in your school?  Who needs to be informed?  How can you garner support from others outside the school team?
4. **Training:** What training is needed to implement the change practices?
5. **Cost, Materials & Resources:** What are the costs associated with this change practice? What materials and resources are needed to implement the change practice?
6. **Scheduling:** How will any training or professional learning be scheduled and communicated? Who will design the training or professional learning?
7. **Accountability:** What steps will you take to ensure all members adhere to the above roles and expectations? Be specific.
8. **Monitor & Support:** How will you support the implementation of the change practice? When will you discuss what’s working and not working among teams? When will the team meet to discuss successes and challenges?
9. **Anticipated Challenges:** What challenges do you anticipate facing that you have control over? What will you do to mitigate these challenges?
10. **Celebrate Successes:** How will you celebrate successes? For achieving milestones? For demonstrating growth?
11. **Other considerations:** Were there any unintended consequences that resulted from implementing the change practice? If so, which ones? How could they be mitigated?

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| **Pre-Planning** | | | | | |
| **Problem Statement** *(from Fishbone Diagram)* | | | | | |
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| **Aim/Goal Statement** *(from Driver Diagram)* | | | | | |
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| **Assessing Readiness** | | | | | |
| **What specific structures, processes, practices need to be discussed and addressed to implement desired change practices and reach established aim/goal?** | | **What key individuals or groups need to be on board with changing those structures, processes, and practices?** | | **To what extent are key individuals supportive of potential changes?** *Rate readiness for change using this scale: 0= not ready at all; 1= somewhat ready, but will need extensive support; 2 = ready, but will need some support; 3 = ready without need for any support* | |
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| **Action Planning Overview** | | | | | |
| **What Change Practices will be Implemented?** | **Who Implements?** | | **Implementing in What Context?** | | **When will they be Implemented?**  *(Cycle start and end date)* |
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| **Action Plan Details** | | | |
| **Change Practice 1:** | | | |
| **Key Considerations:**   1. **Define Roles:** Roles and expectations for key individuals (district leaders, school leaders, teachers, others) 2. **Communication Plan:** How will you set and communicate the purpose for the change practice in your school?  Who needs to be informed?  How can you garner support from others outside the school team? 3. **Training:** What training is needed to implement the change practices? 4. **Cost, Materials & Resources:** What are the costs associated with this change practice? What materials and resources are needed to implement the change practice? 5. **Scheduling:** How will any training or professional learning be scheduled and communicated? Who will design the training or professional learning? 6. **Accountability:** What steps will you take to ensure all members adhere to the above roles & expectations? Be specific. 7. **Monitor & Support:** How will you support the implementation of the change practice? When will you discuss what’s working and not working among teams? When will the team meet to discuss successes and challenges? 8. **Anticipated Challenges:** What challenges do you anticipate facing that you have control over? What will you do to mitigate these challenges? 9. **Celebrate Successes:** How will you celebrate successes?  For achieving milestones? For demonstrating growth? | | | |
| **Key Tasks** | **Action Steps** | **Who is responsible for which action steps?** | **When will it happen?** |
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*\*Add other rows as needed*

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| **Progress Indicators** | | | | | |
| **Process Data**  How well was the change practice implemented? | **Instrument(s)/Measurement**  *What data will be collected?* | **Data Collector(s)**  *Who will collect the data?* | **Sample**  *From whom will the data be collected?* | **Timing**  *When will the data be collected?* | **Data Entry/Reporting**  *How will the data get compiled?* |
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| **Outcome Data**  Did the change practice result in an improvement related to the associated primary and/or secondary drivers? | **Instrument(s)/Measurement**  *What data will be collected?* | **Data Collector(s)**  *Who will collect the data?* | **Sample**  *From whom will the data be collected?* | **Timing**  *When will the data be collected?* | **Data Entry/Reporting**  *How will the data get compiled?* |
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**Reflecting on Implementation** *(to be completed after implementation has begun)*

1. Were there any unintended consequences (positive and/or negative) that resulted from implementing this change practice? If so, how could negative consequences be mitigated?
2. What were the actual costs associated with this change practice? Is this cost sustainable? If not, what are ideas for reducing costs or acquiring additional resources?

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| **Change Practice 2:** | | | |
| **Key Considerations:**   1. **Define Roles:** Roles and expectations for key individuals (district leaders, school leaders, teachers, others) 2. **Communication Plan:** How will you set and communicate the purpose for the change practice in your school?  Who needs to be informed?  How can you garner support from others outside the school team? 3. **Training:** What training is needed to implement the change practices? 4. **Cost, Materials & Resources:** What are the costs associated with this change practice? What materials and resources are needed to implement the change practice? 5. **Scheduling:** How will any training or professional learning be scheduled and communicated? Who will design the training or professional learning? 6. **Accountability:** What steps will you take to ensure all members adhere to the above roles & expectations? Be specific. 7. **Monitor & Support:** How will you support the implementation of the change practice? When will you discuss what’s working and not working among teams? When will the team meet to discuss successes and challenges? 8. **Anticipated Challenges:** What challenges do you anticipate facing that you have control over? What will you do to mitigate these challenges? 9. **Celebrate Successes:** How will you celebrate successes?  For achieving milestones? For demonstrating growth? | | | |
| **Key Tasks** | **Action Steps** | **Who is responsible for which action steps?** | **When will it happen?** |
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*\*Add other rows as needed*

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| **Progress Indicators** | | | | | |
| **Process Data**  How well was the change practice implemented? | **Instrument(s)/Measurement**  *What data will be collected?* | **Data Collector(s)**  *Who will collect the data?* | **Sample**  *From whom will the data be collected?* | **Timing**  *When will the data be collected?* | **Data Entry/Reporting**  *How will the data get compiled?* |
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2. What were the actual costs associated with this change practice? Is this cost sustainable? If not, what are ideas for reducing costs or acquiring additional resources?

*\*Add information below for additional change practices to be implemented*