***Planning for Success*: Designing the Action Plan Monitoring Process**

**Instructions:** *A critical part of the action plan process is the development of a monitoring routine—the regular practices and procedures—that the school or district will use to effectively implement, assess, and report on the progress of the action plan. This worksheet supports the design of such routines.*

| **Routine Elements** | **Recommendations** |
| --- | --- |
| **Routine Description**  *How will monitoring occur? (Consider existing meeting structures, etc.)* |  |
| **Timeframe/Frequency**  *In what timeframe(s) and frequency should monitoring occur?* |  |
| **Leader Responsible**  *Who will be responsible for leading the routine?* |  |
| **Participants**  *Who should participate in the routine?* |  |
| **Reporting**  *How—and with whom—should monitoring updates be shared?* |  |