| **Action Planning Template Instructions** |
| --- |
| **Section 1** |  |
| **Challenge / Problem** | As a team, identify 2-4 high priority challenges/problems which emerged from your student experience data and SFSS Five Priorities analysis. As you articulate the challenge(s), be sure to address:* How do you know this is a challenge? What data tells you this is an issue?
* What outcomes do you want instead? What would it look like if you addressed this challenge in a systematic way? What systems would change and what would be the positive impact for students?
 |
| **Root Causes**  | Next, as a team, consider the root cause or causes contributing to each challenge/problem you identified. * What are the deeper, underlying reasons for why the challenge emerged?
* What are the systems (or lack of systems) that allow for this challenge to develop, grow and continue unaddressed?
 |
| **Systems and Strategies**  | For each challenge, determine the necessary systems and strategies you could improve or adopt to address the root causes. * How will your proposed strategies address systemic changes needed at the school and/or district level?
* Review the SFSS Five Priority Areas & Look Fors. Are your proposed strategies fundamentally changing or improving how the school or district currently addresses the challenge you identified? How are they more than “pool house” strategies?

 |
| **Implementation****Steps** | For each system improvement/strategy, identify the steps or key activities your team will need to take for implementation, by when and by whom. |
|  **Draft Section 2** | Section 2:  We will provide additional worksheets/activities to help think through these components of the plan. We may also adapt this format to better complement the ideas you generate during that part of the planning process. |
| **Resource Alignment** | Determine the staffing, partnership, and financial implications of your strategies.* How can assets be aligned/re-aligned to support your systems/strategies?
* What roles need to change and how?
 |
| **Infrastructure/****System Management** | Identify how your school and district will organize to make monitoring and ongoing improvement in SFSS Priority Areas a regular way of doing business.* How will you monitor progress related to the strategies you identified in your plan?
* How will attention to SFSS Priority Areas be embedded into regular school and district management/leadership processes? (ongoing method for identifying new challenges, next stage system improvement work)
 |

**Section 1: Challenges/Problems, Root Causes, and Proposed Systems and Strategies**

| **Challenge/Problem #1** |
| --- |
| *Description of Challenge/Problem* |  |
| *Supporting Data and Evidence* |  |
| *Target Outcomes* |  |

| **Root Causes Contributing to Challenge #1** |
| --- |
| *Root Cause A* |  |
| *Root Cause B* |  |
| *Root Cause C* |  |
| *Root Cause D* |  |

| **Systems and Strategies to Address Root Causes of Challenge #1 and Implementation Steps** |  |
| --- | --- |
| ***System / Strategy Description*** | ***Key Implementation Steps*** | ***By When?*** | ***By Who?*** | ***Five SFSS Priorities Connection*** |
|  |  |  |  | * Strong Climate & Culture
* Engaging Instruction for Academics & SEL
* Proactive Student-Specific Support System
* Systematic Parent & Family Engagement
* Strategic Partnerships & Coalitions
 |
|  |  |  |  | * Strong Climate & Culture
* Engaging Instruction for Academics & SEL
* Proactive Student-Specific Support System
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|  |  |  |  | * Strong Climate & Culture
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* Strategic Partnerships & Coalitions
 |

**Final Section 2: Resource Alignment & Infrastructure/System Management**

**Instructions:** Use the “Four R’s of System Change” to describe your plan for addressing the resource, infrastructure and system management implications of your proposed system changes.

***Rules***

| **Policy, Protocol, Code, or Guideline that Needs to be Adjusted** | **Adjustments Needed** | **Supports Needed to Make Adjustments** |
| --- | --- | --- |
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***Roles***

| **Shifting (or New) Role** | **Shifts in Expectations/Responsibilities/Focus for that Role** | **Supports/PD Needed to Make Shift** |
| --- | --- | --- |
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***Relationships***

| **Teaming/Collaboration Structure Needing to be Created or Adjusted** | **Who Is Involved** | **Key Notes (Methodology, Frequency, etc.)** |
| --- | --- | --- |
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***Resources***

| **Expenditure/Budget Implication** | **Anticipated Costs** | **Funding Source / Reallocation** |
| --- | --- | --- |
|  | **$** |  |
|  | **$** |  |
|  | **$** |  |
|  | **$** |  |

| **Partner Role** | **Shifts in Responsibility/Focus** | **Supports Needed to Make the Shift** |
| --- | --- | --- |
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