Planning Template for Schools

Focused Planning for

School Improvement

**Accelerated Planning Template**

**Section 1: Summary of Key Issues and Strategic Objectives**

|  |
| --- |
| **In this section summarize the key issues arising from the School Review and any other available quantitative and qualitative evidence. Identify the Strategic Objectives that the Plan will focus on and why they are important (maximum 900 words). Conclude with a Theory of Action.** |
|  |

**Section 2: Plan Summary**

| **Strategic Objective 1:**  |  |
| --- | --- |
| **Strategic Initiatives** | **Early Evidence of Change, Short-term Outcomes, and Final Outcomes** | **Interdependencies** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Section 3: Strategy Sheet**

**(There is one Strategy Sheet for each Initiative under an Objective)**

|  |  |
| --- | --- |
| 1. **Strategic Objective 1:**
 | **B. Overall Lead (Objective):**  |
| **C. Initiative Number and Description:** | **D. Short term and Final Outcomes from the Initiative:**  | **E. Overall Lead (Initiative):** |

|  |
| --- |
| **F. Which recommendations from the School Review or other evidence does this initiative address?**  |
| **G. What are the key indicators for this initiative to show early evidence of change?**  | **H. By when?** |

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| **Quarter** | **I. Activities to Achieve the Outcomes for the Initiative** | **J. Who will Lead?** | **K. When will it Start?** | **L. When will it be Complete?** | **M. What Resources are Needed?** |
| --- | --- | --- | --- | --- | --- |
| **Oct 2011** |  |  |  |  |  |
| **Oct 2011** |  |  |  |  |  |
| **Oct 2011** |  |  |  |  |  |
| **Oct 2011** |  |  |  |  |  |
| **Oct 2011** |  |  |  |  |  |
| **Jan 2012** |  |  |  |  |  |
| **Jan 2012** |  |  |  |  |  |
| **Jan 2012** |  |  |  |  |  |
| **Jan 2012** |  |  |  |  |  |
| **Jan 2012** |  |  |  |  |  |
| **April 2012** |  |  |  |  |  |
| **April 2012** |  |  |  |  |  |
| **April 2012** |  |  |  |  |  |
| **April 2012** |  |  |  |  |  |
| **April 2012** |  |  |  |  |  |
| **July 2012** |  |  |  |  |  |
| **July 2012** |  |  |  |  |  |
| **July 2012** |  |  |  |  |  |
| **July 2012** |  |  |  |  |  |
| **July 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |

**Quarterly Progress Rating (QPR) of the Strategic Initiative**

**Key: P = Process, O = Outcome**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Oct 2011** | **Jan 2012** | **April 2012** | **July 2012** | **Oct 2012** | **Jan 2013** | **April 2013** | **July 2013** | **Oct 2013** |
| **P** |  |  |  |  |  |  |  |  |  |
| **O** |  |  |  |  |  |  |  |  |  |

It is critical to provide a separate rating for the process of implementation (activities) and outcomes (early evidence of change as well as short-term outcomes and final outcomes).

| **Strategic Objective 2:**  |  |
| --- | --- |
| **Strategic Initiatives** | **Early Evidence of Change, Short-term Outcomes, and Final Outcomes** | **Interdependencies** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Section 3: Strategy Sheet**

**(There is one Strategy Sheet for each Initiative under an Objective)**

|  |  |
| --- | --- |
| 1. **School Strategic Objective 1:**
 | **B. Overall Lead (Objective):**  |
| **C. Initiative Number and Description:** | **D. Short term and Final Outcomes from the Initiative:**  | **E. Overall Lead (Initiative):** |

|  |
| --- |
| **F. Which recommendations from the School Review or other evidence does this initiative address?**  |
| **G. What are the key indicators for this initiative to show early evidence of change?**  | **H. By when?** |

 **continued on the next page**

| **Quarter** | **I. Activities to Achieve the Outcomes for the Initiative** | **J. Who will Lead?** | **K. When will it Start?** | **L. When will it be Complete?** | **M. What Resources are Needed?** |
| --- | --- | --- | --- | --- | --- |
| **Jan 2012** |  |  |  |  |  |
| **Jan 2012** |  |  |  |  |  |
| **Jan 2012** |  |  |  |  |  |
| **Jan 2012** |  |  |  |  |  |
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| **April 2012** |  |  |  |  |  |
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| **April 2012** |  |  |  |  |  |
| **July 2012** |  |  |  |  |  |
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| **July 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |
| **Oct 2012** |  |  |  |  |  |

**Quarterly Progress Rating (QPR) of the Strategic Initiative**

**Key: P = Process, O = Outcome**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Oct 2011** | **Jan 2012** | **April 2012** | **July 2012** | **Oct 2012** | **Jan 2013** | **April 2013** | **July 2013** | **Oct 2013** |
| **P** |  |  |  |  |  |  |  |  |  |
| **O** |  |  |  |  |  |  |  |  |  |

It is critical to provide a separate rating for the process of implementation (activities) and outcomes (early evidence of change as well as short-term outcomes and final outcomes).

**COPY ADDITIONAL TABLES AND STRATEGY SHEETS, AS NEEDED**

**Section 4: Running Notes of Progress**

|  |  |  |
| --- | --- | --- |
| **Date** | **Running Notes of Progress and/or Barriers to Achieve the Outcomes** | **Initial** |
|  |  |  |
|  |  |  |

**4.5: Plan Highlight Template**

|  |  |
| --- | --- |
| **District** |  |
| **Report Date** |  |
| **Principal** |  |
| **Plan Manager** |  |
| **Reporting period** |  |
| **Report no** |  |
| **Start date** |  |
| **Audience** |  |

|  |
| --- |
| **Highlights*****>*** *current project stage* ***>*** *key milestones/deliverables met with dates >early evidence of change indicators/ activities undertaken*  |
|  |
| **Budget/Resource status****>** *project budget/resource* **>** *project spend/resources sourced and allocated* **>** *remaining budget/resource unallocated* |
|  |
| **Exceptions****>** *key milestones/deliverables missed> absence of early evidence of change* **>***key barriers to change identified> why* **>** *recovery plan/action to be taken* |
|  |
| **Issues / risks to be raised (new or changed)****>** *description of issue* ***>*** *impact of issue* **>** *action required* **>** *who* **>** *date required* **>** *description of risk* **>** *probability* **>** *impact* **>** *mitigation* **>** *action* **>** *who* **>** *date required* |
|  |
| **Work for next period** **>** *key milestone* **>** *deliverables* **>** *decision points with dates > planned activities>date of next report* |
|   |