

## **Making it Happen**

### **Overview of Key Facets and Steps Related to Action Planning**

1) Vision (Where do you need and want to be?)

(2) Current Status (Where are you currently in policy and practice?)

(3) Clarifying the Gap (between the vision and the current state of affairs)

(4) Getting From Here to There

(a) Brainstorming (What do group members think must be done in order to “get from here to there?”)

(b) Consensus on General Steps and Timetable (e.g., long-range perspective)

(c) Planning Specific Objectives and Strategies (e.g., for each step to be accomplished in the coming year)

- objectives to be accomplished
- specific strategies for accomplishing the objectives
- designation of who will carry out the strategies
- timeline for accomplishing each strategy and plans for monitoring progress and making revisions
- factors that need to be anticipated as possible problems and how they will be dealt with.

(5) Working Summary Matrix

## Worksheet

### What's Your Vision?

Make a few notes and then discuss your ideas with others in the group.

(1) What do you see as the major barriers interfering with student learning and teacher effectiveness?

(2) How should schools change so that they effectively address barriers to student learning?

(Ideally, what specific changes are needed? Remember the task is not just to make changes that assist a few students and families with severe and pervasive problems: the task is to redesign schools to enhance opportunities for all students to succeed.)

## Worksheet

### Clarifying Current Policy & Practice and the Gap Between the Vision and Current State of Affairs

In responding to the following questions, think in terms of what's in place and what may be missing with respect to policy, infrastructure, leadership, staff, capacity building mechanisms and resources, etc.

#### Process:

First jot down your own answers.

Group members then can share their respective responses.

Discuss similarities and differences.

Finally, to the degree feasible arrive at a working consensus.

(1) Where is your system currently in terms of policy and practice for addressing barriers to student learning?

(2) What is the nature and scope of the gap between the vision and the current state of affairs?

## Group Guide

# Action Planning: Getting From Here to There

- (1) What do group members think must be done in order to “get from here to there?” (i.e., General Steps and Timetable -- e.g., long-range perspective -- What actions must be taken? By who? What must be done so that the necessary steps are taken? etc.)

Process:

First brainstorm;

Then, arrive at consensus.

- (2) Planning Specific Objectives and Strategies (e.g., for each step to be accomplished in the coming year)

What do you see as the first/next steps that must be taken?

Process:

Use flip charts to specify:

- a) objectives to be accomplished
- b) specific strategies for accomplishing the objectives
- c) who will carry out the strategies
- d) timeline for accomplishing each strategy and plans for monitoring progress and making revisions
- e) factors that need to be anticipated as possible problems and how they will be dealt with.

## Working Summary Matrix

Objectives (What do you want to accomplish in the immediate future, e.g., this year?)	Specific Strategies (What are the specific ways each objective can be achieved?)	Who? (Persons who are willing and able to carry out the strategies)	Timeline & Monitoring (When will each objective be accomplished? How and when will progress be monitored?)	Concerns to be addressed (How will anticipated problems be averted or minimized?)