



Bringing it all Together: Final Planning Time

2015–16 CAASPP Institutes



TOM TORLAKSON
State Superintendent
of Public Instruction

Final Planning Template



2015–16 CAASPP Institute Final Planning Template

Before you start, review the *System Readiness Rubric* and the *Planning Templates* from each of the three sections of the CAASPP Institute. Identify 3 to 5 goals that your team feels are most important to accomplish in 2015-16. From that list, select one idea and complete this template. Begin with "Record" below...



Record one of the team's prioritized ideas:

Describe what each of these groups will be doing, once this idea is accomplished:

District?

Site Administrators?

Teachers?

Support Staff?

Students?

Parents?



Identify critical stakeholders:

Who needs to be involved for this effort to be successful?
Are they more likely to resist or embrace this work?



Address and list potential challenges:

What operational or systemic challenges might surface?
How much training will site administrators and teachers need?
What commitments will need to be considered? What missing resources might cause delay?



Think about leadership:

What skills will be critical to this effort? What leaders do you have? Who will you need to involve?



Communicate broadly, early, and often: What do your stakeholders care about? How will you build consistency in messaging? How will you ensure two-way communication? What existing communication structures can be used?



Map out activities in stages.

Begin by listing some "big ideas" of what needs to happen right now, and over the next few months; indicate who will be responsible.

October, November, December	January, February	March, April	May, June, July	August, September

SCHOOL OR DISTRICT NAME: _____ DATE: _____



TOM TORLAKSON
State Superintendent
of Public Instruction

Review System Readiness Rubric and Planning Templates

Goal:

Identify three to five most important
goals to accomplish in 2015–16



2015–16 CAASPP Institute Final Planning Template

Before you start, review the *System Readiness Rubric* and the *Planning Templates* from each of the three sections of the CAASPP Institute. Identify 3 to 5 goals that your team feels are most important to accomplish in 2015-16. From that list, select one idea and complete this template. Begin with “Record” below...



TOM TORLAKSON
State Superintendent
of Public Instruction

Record One Idea and Describe the Vision

Goal:

Get clarity on the outcome for this idea



Record one of the team's prioritized ideas:

Describe what each of these groups will be doing, once this idea is accomplished:

District?

Site Administrators?

Teachers?

Support Staff?

Students?

Parents?



TOM TORLAKSON
State Superintendent
of Public Instruction

Identify Critical Stakeholders

Goal:

Think about who needs to be involved,
and the implications.



Identify critical stakeholders:
Who needs to be involved for this effort to be successful?
Are they more likely to resist or embrace this work?



TOM TORLAKSON
State Superintendent
of Public Instruction

Address Potential Challenges

Goal:
Think through obstacles to the work



Address and list potential challenges:

What operational or systemic challenges might surface?
How much training will site administrators and teachers need?
What commitments will need to be considered? What missing resources might cause delay?



TOM TORLAKSON
State Superintendent
of Public Instruction

Think About Leadership

Goal:
Identify formal and informal leaders



Think about leadership:

What skills will be critical to this effort? What leaders do you have? Who will you need to involve?



TOM TORLAKSON
State Superintendent
of Public Instruction

Communicate

Goal:

Identify opportunities for communication;
think about messaging



Communicate broadly, early, and often: What do your stakeholders care about? How will you build consistency in messaging? How will you ensure two-way communication? What existing communication structures can be used?



TOM TORLAKSON
State Superintendent
of Public Instruction

Map Out Activities

Goal:

Identify necessary action steps, with a timeline and person(s) responsible



Map out activities in stages.

Begin by listing some "big ideas" of what needs to happen right now, and over the next few months; indicate who will be responsible.

October, November, December	January, February	March, April



TOM TORLAKSON
State Superintendent
of Public Instruction

Resources for Implementation Support

- County Offices of Education
- Senior Assessment Fellows
- California Department of Education
Web site (<http://www.cde.ca.gov>)



TOM TORLAKSON
State Superintendent
of Public Instruction

***This is the end of this
section of the online
CAASPP Institute.***