



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: _____