

Action Planning Tool

Building Implementation Teams during Exploration Stage

Exploration

1. Who will be on the implementation team?
2. What are the shared expectations for the implementation team?
 - a. Meeting times
 - b. Action item completion dates
 - c. Communication protocols
 - i. Staff
 - ii. Families
 - iii. Community
 - iv. Other stakeholders
3. What is the team working to implement?
4. What data needs to be collected for a needs assessment?
 - a. What do I/we want to learn?
 - b. What do I/we already know?
 - c. What data do I/we already have?
 - d. What data sources currently exist to support this work? And what needs to be developed by the implementation team?
 - i. A survey or questionnaire
 - ii. Interviews or focus groups
 - iii. Teacher's anecdotal notes
 - iv. Formal assessment tools such as the Environment Rating Scales (ERS) or the Classroom Assessment Scoring System (CLASS)
 - v. State licensing reports
 - vi. Child portfolios, work samples or assessments
 - vii. Quality rating and improvement system data
 - viii. What else?
 - ix.
5. When and how will data be used by the team? How will we make sure that our decisions are data-driven?

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Action Planning Tool

Maintaining and Planning for Implementation Teams during Installation, Initial and Full Stages of Implementation

Installation

1. What are the shared expectations for the implementation team? Have they changed?
 - a. Meeting times
 - b. Action item completion dates
 - c. Communication protocols
 - i. Staff
 - ii. Families
 - iii. Community
 - iv. Other stakeholders
2. How are we using the data collected? Do we need to collect additional data?

Initial

1. What are the shared expectations for the implementation team? Have they changed?
 - a. Meeting times
 - b. Action item completion dates
 - c. Communication protocols
 - i. Staff
 - ii. Families
 - iii. Community
 - iv. Other stakeholders
2. How are we using the data collected? Do we need to collect additional data?

Full

1. What are the shared expectations for the implementation team? Have they changed?
 - a. Meeting times
 - b. Action item completion dates

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- c. Communication protocols
 - i. Staff
 - ii. Families
 - iii. Community
 - iv. Other stakeholders
- 2. How are we using the data collected? Do we need to collect additional data?

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