

# School Improvement Planning: Part 2

## *Action Planning*

*Building the Roadmap for Achieving Your Objectives*

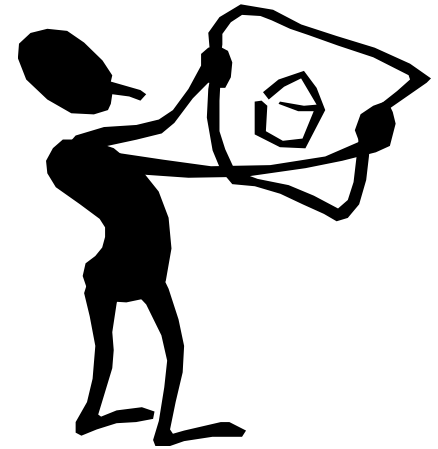
# What will you learn from this module?



- What Action Planning is.
- The elements of an Action Plan.
- How to make your Action Plans most effective.
- How to monitor progress over time
- Pitfalls to avoid.

# What is “Action Planning”?

- The “doing” part of the Plan for Growth and Improvement.
- The development of specific strategies and action steps to be taken to achieve the School Improvement Objectives.



# Action Plans

- Every protocol requires the development of comprehensive Action Plans for each Student Performance and Organizational Capacity Objective.
- Plans should be multi-year and will be reviewed and revised frequently during the accreditation term as progress is made towards attainment of the objectives.

# What does an Action Plan look like?

A well developed Action Plan should include:

ACTION PLAN					
Objective:					
Strategy #1:					
Action Step	Person(s)/Group(s) Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status

The table above is the recommended format, however schools may choose how to present their plan.

Sample Action Plans can be found on the MSA website under *Accreditation Resources*.

# Elements of the Action Plan

- One or more strategies selected to achieve the objective and to produce the desired outcomes.
- Specific action steps required to achieve the strategies.
- Identification of who will do what, by when, with what resources, and the desired outcomes.

# Elements of the Action Plan

**A well thought out plan ensures implementation.**

***Action Plans should include:***

- reviewing research related to the objectives.
- conducting pilots when practical.
- providing staff development.
- establishing systems for collecting and analyzing results.
- applying those results to any revisions.
- planning for communicating progress to the stakeholders.

# How do we form an action plan so that our objectives are likely to be attained?

## With strategies and action steps that are *logical*

- Strategies and actions steps should flow from objectives.
- Action steps should be sequenced and spread over the life of the plan.
  - Include detail for years one through three.
  - Include broader strategies and action steps in subsequent years.



# Completing your Action Plans

- Actions plans will not be part of the MSA Technical Review (of your School Improvement Objectives) but will be reviewed and analyzed by the Visiting Team.
- Completed Action Plans must be part of the final self-study document.

# Questions the Visiting Team will Ask

- Will the strategies and action steps logically lead to the attainment of the objective?
- Does the school have the resources required by the Action Plans to achieve the objectives?
- Are the objectives and Action Plans widely supported by the school and community?

# Monitoring Progress

**Planning is dynamic and ongoing. A school must conduct periodic reviews of progress and be prepared to revise its improvement plan on the basis of those results.**

## **The Periodic Review**

- Middle States provides a recommended format.
- Collect, compile, and review data periodically. At least once per year is required, but it is recommended to be done two to four times a year.
- Monitor and adjust Action Plans accordingly.

*Middle States provides a Periodic Review template in the Accreditation Resources tab on the website.*

**For the most comprehensive  
workshop, please sign up for  
*Developing the Plan***

Consult the MSA website for available scheduling.

[www.msa-cess.org](http://www.msa-cess.org)



- Do not try to do too much, too quickly; remember that you have finite time, energy, and resources.
- Spread out activities, do not front load your planning.
- Coordinate the activities among the objectives to ensure efficient implementation.
- Include every member of the staff. The more involvement in the planning, the more buy-in the school will receive.

# Summary

**The purpose of this module was to prepare you to develop comprehensive Action Plans.**

At this point you should be ready to:

- Draft effective Action Plans for each School Improvement Objective.
- Monitor progress over time using Periodic Reviews.
- Revise Action Plans based on the results of the Periodic Reviews.

**The full sequence of training modules are available at  
[www.msa-cess.org](http://www.msa-cess.org)**

Starting the Accreditation Process

Steps to Accreditation

Selection of Protocol

Getting Started

Foundation Documents

Self Assessment of Standards

Self Assessment of Curriculum, Instruction, and Assessments

Improvement Planning – Objectives

Improvement Planning – Action Plans

Preparing and Hosting a Visiting Team

After the Visit