Planning to Plan Note catcher

Element	Suggested Processes	Current Status	Next Steps	Tools
Determine Dramatic Improvement Approach (if dramatic improvement is needed)	• Evaluate district performance • Analyze root causes • Determine community readiness • Evaluate district capacity • Select approach			
Gather and Organize Data	• Consider the required reports and suggested local data sources. • Access available state reports. • Inventory available local performance data. • Develop data analysis plan (using drilling down questions) • Inventory available local perception and program data. • Create a data sources calendar.			

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Identifying Significant Trends and Prioritizing Needs	• Use required state reports and appropriate local data reports • Focusing on performance indicators (and sub-indicators) identify related questions about performance. • Consider relevant data reports/views for each. • Interact with the data (measures) creating visual points of reference. • Look for things that pop out, patterns over time • Capture a list of fact statements (**significant trends**). • Identify indicators/subindicator areas where the district did not at least meet state/federal expectations. • Prioritize observations in these areas. • Write priority observations as **priority needs**. • Capture trends and priority needs in the Data Analysis Worksheet.			

Element	Suggested Processes	Current Status	Next Steps	Tools
Identifying Root Cause	- Build common understanding of what are root causes - Identify questions about the priority needs. - Generate explanations (brainstorm). - Categorize/ classify explanations. - Narrow (eliminate explanations over which you have no control). - Prioritize. - Get to root cause(s). - Validate with other data. - Capture root causes of priority needs in the Data Analysis Worksheet.			

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Writing the Data Narrative	• Identify critical elements of the data narrative (process planning team engaged in, data used, description of trends, priority needs, root causes, and verification of root causes) • A small group (or individual) generates a draft of data narrative based on data analysis and root causes analysis notes. • Reach consensus among all planning participants that the narrative: 1)tells the "data story" for the district; and 2)meets state criteria • Revise data narrative as needed.			
Identify Annual Targets	• Focus on priority needs • Review state and local expectations • Determine timeframe • Determine progress needed in first two years • Describe annual targets for two years.			
Identify interim measures	• Identify available assessment or performance measures administered during the school year. • Specify how frequently data will be available • Specify what metrics will be used.			

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Development of Major Improvement Strategies (Action Steps, Timeline, Resources)	Dramatic Change Approach: *FY10-11 Action Step examples:* • Engage in a comprehensive qualitative review of the district. • Engage in dialogue with community stakeholders about options available. • Evaluate leadership capacity (school and district level) • Determine a change approach. • Select change partner(s). • Establish data monitoring structures. Incremental Change Approach: • Develop a theory of action • Identify associated major improvement strategies. • Engage in a force-field analysis (related to the major improvement strategy). • Identify and prioritize action steps associated with each major improvement strategy. • Characterize the key personnel, resources and timeline for implementing each action step.			

Element	Suggested Processes	Current Status	Next Steps	Tools

Identify Implementation Benchmarks	• Review the data sources calendar.
	• For each major action step, identify:
	    o what data will be collected,
	    o when,
	    o by whom and
	    o when it will be available to be analyzed.			

Plan Progress Monitoring	• Develop a calendar for when the data from interim measures will be analyzed and interpreted. • Develop a calendar for when the data from implementation benchmarks will be analyzed and interpreted. • Determine who (staff members) will monitor progress at the school and district levels, and when.			