

## Activity plan example

As part of their overall planning, team members outline detailed tasks or activities necessary to achieve higher-level goals. In this part of the process, they identify stakeholders to inform aligned to the particular tasks or activities under a specific goal.

### ACTIVITIES FOR GOAL 3:

Teacher planning practices will be carried out in a way that is coherent and relevant to district initiatives.

No.	Task	By when or over what time frame?	Responsible	Accountable	Supportive / Consulted	Informed
1	Administration and central office staff to meet with teacher focus groups to review and discuss survey.	Jan. 18-29, 2016	Director of professional learning	Chief academic officer	Curriculum supervisors Principals/ assistant principals	Teachers Superintendent
2	Administration focus group final look to take into consideration all feedback on survey design.	Feb. 11, 2016	Chief academic officer		Superintendent Director of professional learning Curriculum supervisors Instructional coaches	Principals
3	Central office staff meet to discuss expectation for lesson plans to align to district initiatives.	March 1, 2016	Chief academic officer		Superintendent Curriculum supervisors Coaches Instructional coaches	Principals
4	Principals provide feedback on what central office staff developed as lesson plan expectations	March 10, 2016	Chief academic officer		Director of professional learning Curriculum supervisors Instructional coaches	Principals
5	Principals review revised lesson plan expectations and build consensus to move forward with the process	April 14, 2016	Director of professional learning	Chief academic officer	Superintendent Curriculum supervisors Instructional coaches	Principals

Adapted from the work of the Loudon County (Tennessee) Public Schools team.