



Innovative Program Form 1 Project Proposal

Title of Innovative Project:		
Name of Project Lead/Team:		
School	Phone Number	Years in District

Project Description

Project Description -

Describe your project in 200 words or less. Include the problem statement, purpose for the project, project goal, intended outcome(s) and a simple overview of proposed plan of action to address the problem.

Attach the Innovative Project Application (Form 2) to this Innovative Project Proposal.



Innovative Program Form 2 Project Application

Title of Innovative Project:	
Name of Project Lead /Team:	
School	Phone Number

Use the Action Research Planning Tool (Appendix A) and the Innovative Project Evaluation Rubric (Form 4) to guide the application process.

I. Define the Project Problem Statement

Write a short problem statement:

II. Analyze the Situation

Collect and share baseline data establishing the existence of the problem and justifying your Innovative Project to address the student learning issue.

III. Generate Hypothesis

Conduct Literature Review

Write a three to five paragraph summary of current research and best practice instructional strategies and/or approaches proposed to justify the significance of your problem to student learning, and your rationale for addressing the problem through this innovative project. Include a reference list identifying published research used to ground your proposal.

IV. Test proposed Innovative Project

A. Outline the specific proposed plan of action you will implement to test the solution you have selected to pilot to address your identified problem:

Goal of the Project:			
Outcome: What will be achieved in this study.			
Action Steps:	Who	When	Resources

B. Identify the data collection process you will use to measure and evaluate the success of your innovative project. Identify 3-5 specific indicators of success you will monitor.

Indicator/Data to be Collected	Technology/Format	Time(s) of Collection

_____ Date _____
 (Signature)



Innovative Program Form 3 Data Tracking Forms

Name of Mentor	
Name of New Teacher	
School	Phone Number

I. Test Innovative Project

Implement your proposed solution for several months and collect data on indicators identified and outlined in the Data Collection Plan submitted with your Innovative Project Application (Form 2).

C. Data Collection Tools

1. Create an excel document or other electronic data collection tool and document results as measure by the data indicators identified in the Innovative Project application. Collect results throughout your project according to the timeline set in your Data Collection Plan.

AND

2. Maintain a journal of your experiences while testing your Innovative Project.

Sample Journal – This will be an expandable form to complete weekly throughout project timeline.

Date:	Notes
Relationships: How student responded.	
Communications: Discussions with colleagues.	
Patterns of work and organization: Can project tasks be completed within the current structure and organization.	
Difficulties encountered and solutions tried.	
Progress update: How the project and proposed action plan are working.	
Modifications needed	



Innovative Program Form 3 Project Evaluation Report

Title of Innovative Project:	
Name of Project Lead /Team:	
School	Phone Number

V. Capture and Report Lessons Learned

Write an Innovative Project Evaluation Report. Include the elements outlined below in your report. Use the Innovative Project Evaluation Rubric to guide your evaluation.

✓	Evaluation Report
	Project Overview <ul style="list-style-type: none"> • Problem statement and relevancy of project to student learning • Project goal • Desired project outcome(s)
	Review Data Collection Plan <ul style="list-style-type: none"> • Review identified indicators and timeline • Assess your level of follow-through on data collection plan
	Share Results (based on data collected during the Innovative Project) <ul style="list-style-type: none"> • State findings from data collection - Use visuals (graphs, charts etc.) and provide a brief narrative summarizing results of each visual. • Address level of attainment of project goal and desired project outcome(s) • Assess level of attainment of project goal • Summarize key findings from weekly journal logs.
	Summarize Project Results <ul style="list-style-type: none"> • Assess effectiveness of actions taken in your action plan. • Celebrate progress • Share challenges • Make recommendations

Submit your Innovative Project Evaluation Report and this signed checklist to the Superintendent.

_____ Date _____
(Teacher Signature)



Innovative Program
Form 5
Project Development and Evaluation Rubric

Rubric for Innovative Project Development and Evaluation



Innovative Program
Form 6
Project Application Appraisal

Name of Project: _____ Date _____

Circle the remarks in each column indicating your rating for each category and enter a score in the **Project Element** column after considering each category.

Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
Action Plan Report _____ Score	•	•	•	•

Project Proposal Score _____

A minimum of **___(add a number here___)** points is required for approval.

This proposal is: **Approved** **Not Approved**

_____ Date _____

(Superintendent's Signature)



Form 6

Rubric for Innovative Project Proposal Appraisal

Name of Project: _____ Date _____

Circle the remarks in each column indicating your rating for each category and enter a score in the **Project Element** column after considering each category.

Part One - Project Proposal				
Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
Problem Statement _____ Score	<ul style="list-style-type: none"> • Clear focus, and an extremely comprehensive explanation of the problem, the connection to student learning and proposes a purposeful and reasonable response. • Innovative Project is tightly aligned to a School Improvement goal and a Board Strategic Priority. • The introduction is engaging, states the problem, provides a context for the study and previews the project's structure. 	<ul style="list-style-type: none"> • There is a clear focus, and a developed explanation of the problem, a connection to student learning has been made and a reasonable response is proposed. • Innovative Project is aligned to a School Improvement goal and/or a Board Strategic Priority. • The introduction states the problem, provides a context for the study and previews the structure of the Innovative Project. 	<ul style="list-style-type: none"> • The area of focus is too broad or narrow. Does not clearly make a strong connection to student learning or the proposed response is not clearly linked to the problem. • Innovative Project is somewhat aligned to a School Improvement goal. • The introduction states problem, but does not provide a context for the study. 	<ul style="list-style-type: none"> • There is no clear focus for the project. No case has been made that a problem exists. No connection to student learning is evident. An under-developed response is proposed. • Innovative Project is not aligned to a School Improvement goal or a Board Strategic Priority. • No clear intro., or problem statement or structure of the Innovative Project.

Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
<p style="text-align: center;">Literature Review</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">Score</p>	<ul style="list-style-type: none"> Comprehensive review of the current, relevant literature to both the problem statement and the proposed innovation is presented. Five or more references are primarily peer-reviewed professional journals or other approved sources (e.g. gov't. documents). Reader is confident and trusts the report. 	<ul style="list-style-type: none"> Study is connected to the existing research, and use of mostly relevant and recent literature related to the problem statement and proposed innovation. Although most of the references are professionally legitimate (minimum of 3), a few are questionable (e.g. trade books, internet sources, popular magazines...). The reader is uncertain of the reliability of some of the sources. 	<ul style="list-style-type: none"> Makes an attempt to connect the study to existing research, however multiple sources cited do not relate to the problem or proposed innovation. Most of the references are from sources that are not peer-reviewed and have uncertain reliability. The reader doubts the report's accuracy. 	<ul style="list-style-type: none"> Little or no attempt to connect the study to existing research. There are virtually no sources that are professionally reliable. The reader seriously doubts the value of the material and stops reading.
<p style="text-align: center;">Plan for Data Collection</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">Score</p>	<ul style="list-style-type: none"> Multiple data sources are identified and there is an attempt to triangulate data. Data sources match the problem statement and project innovation. Data collection plan is comprehensive and doable in 6-9 months. 	<ul style="list-style-type: none"> Multiple data sources are identified. Data sources match the problem statement and project innovation. Data collection plan is complete and doable in 6-9 months. 	<ul style="list-style-type: none"> Multiple data sources are identified. Data does not match the problem stmt. or innovation. Data collection plan presented needs modifications to complete or make doable in 6-9 months. 	<ul style="list-style-type: none"> Few data sources are identified. Data sources do not match the problem statement or innovation. Data collection plan is insufficient.

Innovative Program
Form 7
Project Evaluation Report Appraisal



Name of Project: _____ **Date** _____

Circle the remarks in each column indicating your rating for each category and enter a score in the **Project Element** column after considering each category.



Form 7

Rubric for Innovative Project Evaluation Report Appraisal

Name of Project _____ Date _____

Part Two - Project Evaluation				
Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
Action Plan	<ul style="list-style-type: none"> Action plan outlined was carried out completely. Any modifications made to the action plan were done to make the project successful in the context and culture of the school and were clearly grounded in research and sound judgment. A comprehensive excel spreadsheet or other data tool was used to record data on all indicators throughout the project. A detailed journal with significant reflection was maintained throughout the project. Resource needs and potential challenges were addressed as needed. 	<ul style="list-style-type: none"> Action plan outlined was mostly carried out (80% or more). Any modifications made to the action plan were done to make the project successful in the context and culture of the school and demonstrate reasonable judgment. A comprehensive excel spreadsheet or other data tool was used to record data on most indicators throughout the project (80% or more). A journal with some reflection was maintained throughout the project. Resource needs and potential challenges were addressed as needed. 	<ul style="list-style-type: none"> Action plan outlined was partly carried out (more than 50%). Modifications made to the action plan were not done to make the project successful in the context and culture of the school. An excel spreadsheet or other data tool was used to record data on some indicators (50% or more). A journal was maintained with little detail and/or little reflection. Some resource needs and potential challenges were not addressed. 	<ul style="list-style-type: none"> Action plan outlined was not completed. Significant modifications were made to the action plan without consult of leadership. No excel spreadsheet or other data tool was used to record data on identified indicators. A journal with some reflection was maintained sporadically during the project. Resource needs and potential challenges stopped the project from moving forward.

Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
Data Report	<ul style="list-style-type: none"> Ideas are arranged logically to fully address the problem statement and desired outcomes of the innovation. Ideas flow smoothly from one to another and are clearly linked to each other. Extremely clear use of visuals and clear short narratives are used to explain results. The reader can follow the line of reasoning. 	<ul style="list-style-type: none"> The ideas are arranged logically to address the problem statement and desired outcomes of the innovation. Ideas flow and are usually linked to each other. Visuals and clear short narratives are used to explain the results. For the most part, the reader can follow the line of reasoning. 	<ul style="list-style-type: none"> In general, the writing is arranged logically and partially addresses the problem statement and desired outcomes of the innovation. Occasionally ideas fail to make sense or flow with each other in the report. Some visuals and short narratives are used to explain results. The reader is fairly clear about what writer intends to convey. 	<ul style="list-style-type: none"> The writing is not logically organized and does not address the problem statement and/or desired outcomes. Frequently, ideas fail to make sense together. Minimal visuals are used and some results are not conveyed in the report. The reader cannot identify a line of reasoning and loses interest.
Conclusions and Recommendations	<ul style="list-style-type: none"> Richly describes relevant information from data collection process. Presentation of ideas is from an informative source (e.g., interview, survey, or observation of teacher, parent, student, administrator) and comprehensively summarizes the Innovative Project. Analysis and interpretation match the data presented. Recommendations are clear, reasonable and can be backed by the results of the Innovative Project. 	<ul style="list-style-type: none"> Describes relevant information from data collection process. Presentation of ideas is from an informative source (e.g., interview, survey, or observation of teacher, parent, student, administrator) and summarizes the Innovative Project. Analysis and interpretation match the data presented. Conclusions are clearly presented. Some recommendations are made and are clearly based on the results of the Innovative Project. 	<ul style="list-style-type: none"> Results from the data collection process shared but relevancy to the project unclear. Presentation of ideas is from an informative source (e.g., interview, survey, or observation of teacher, parent, student, administrator) but does not fully summarize the project. Sufficient analysis is given but interpretation does not match data presented. Conclusions and recommendations are presented yet are incomplete and/or not necessarily based on the results shared. 	<ul style="list-style-type: none"> Results are poorly described & lack relevancy to the project. Presentation of ideas is from an informative source (e.g., interview, survey, or observation of teacher, parent, student, administrator) but not connected to the project. Minimal analysis is given of results presented. Conclusions and recommendations are minimal and/or are not based on the results of the project.

