

Continuous Improvement Plan/Strategy Map Instructions

Introduction

Continuous Improvement Plans, which include Strategy Maps, are an integral component of the North Dakota Department of Public Instruction's Continuous Improvement Process for Schools and Districts. The plans focus attention on the Critical Initiatives that will help guide your institutions towards strategic and targeted thinking with aligned activities over the period of several years. Cognia™ supports the dynamic planning process with the strategies tool, part of the Cognia continuous improvement platform. This tool helps establish actionable strategies to cultivate a culture of ongoing improvement that brings value, context, and meaning unique to each institution.

Organization

The process of developing a school's Continuous Improvement Plan is divided into four phases: 1.) *Envisioning*; 2.) *Planning*; 3.) *Implementing*; and 4.) *Evaluating*. Each of these four phases are divided into subphases.

Envisioning: 1.) Determine the reality; 2.) Explore the future; 3.) Synthesize results

The subphases of Envisioning help schools determine and analyze the resources and groups that shape the Continuous Improvement Plan in alignment with your school's documented vision and mission.

Planning: 1.) Use priorities to create objectives and identify Critical Initiatives; 2.) Identify outcomes and key measures for each Critical initiative; 3.) Develop a Strategy Map; 4.) Develop an Annual Improvement Plan

The subphases of Planning allow schools to identify actions and measures, prioritize these actions, and communicate the information to stakeholders. (The Strategy Map alone is reported on the school's Insights Dashboard to provide high level information regarding the school's planned direction to the public.)

Implementing: 1.) Create an Annual Implementation Plan; 2.) Assign and communicate responsibilities; 3.) Enact and monitor progress

The subphases shift the plan into actionable activities toward achieving desired results.

Evaluating: 1.) Determine impact of Critical Initiatives; 2.) Judge the success of the annual plan; 3.) Address the implications for future work

The subphases of Evaluating help organize pertinent information needed to monitor, examine, and analyze collected data for each of the identified Critical Initiatives.

Continuous Improvement Plan Submission Timeline

During the course of the year, schools are expected to review and update their Continuous Improvement Plans regularly, which by design may impact Strategy Maps.

The Dashboard was updated in December 2021 to include updates to plans that were submitted in May 2021. Schools have until May 1, 2022, to submit their new Continuous Improvement Plans for the 2022-23 school year.

Continuous Improvement Plan Creation

Under ESSA, the Continuous Improvement process must drill down to the school level. Districts can still plan together, however, each school must have its own plan. It is important to note that you should NOT create your plan at the district level.

To access the tool to create your plan, log into the myJourney™ dashboard, search the school you would like to create a plan for, and select that specific school. You can then navigate to strategies to create or edit your work.

Important: Do not delete your previous Continuous Improvement Plan/Strategy Map. The older maps will be kept for historical reference as part of the continuous improvement process.

You will need to copy the previous Continuous Improvement Plan/Strategy Map from 2021-22 and implement a process of review and updates for the creation of the 2022-2023 Plan.

Continuous Improvement Plan Name Convention

In order for the correct plans to be exported from each school's accounts for updating/reporting on the Dashboard, the schools **MUST** use the name format "Year of Plan Full School Name Including Level Continuous Improvement Plan." Below are a few examples.

- Kenmare Elementary School's Plan **MUST** be titled "2022-2023 Kenmare Elementary School Continuous Improvement Plan."
- Mandan High School's Plan **MUST** be titled "2022-2023 Mandan High School Continuous Improvement Plan."
- The start date for all Plans **MUST** be May 1, 2022.

Access the strategies tool via the myJourney™ dashboard: <http://myjourney.cognia.org>. If you need help with your log in or password, please contact the Cognia Client Care team (contact information below).

The phases and subphases of developing a Continuous Improvement Plan are thoroughly outlined in the "*inFocus: A Guide for Strategic Thinking and Improvement Planning*," available on the strategies dashboard.

Contact Us

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