



Action Plan Template

**Michigan Department of Education Office of Special Education
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The planning stage begins with identifying goals and strategic activities to address the agreed-upon Actionable Cause(s). This is a template for creating the district-level Action Plan. This Action Plan will be implemented for at least the remainder of the year at which time progress will be evaluated and next steps determined.

If the plan identifies multiple Challenge Statements, Actionable Causes, SMART Goals, or activities, add pages and/or rows to the template as necessary.

Challenge Statement

Copy Challenge Statement from Actionable Cause document here.

Actionable Cause(s)

Copy Actionable Cause(s) from Actionable Cause document here.

Supporting Data for Actionable Cause

This will help determine which data to collect to measure progress.

Smart Goal(s)

Based on the Actionable Cause(s) and supporting data, what is the SMART goal to be achieved? Write at least one Specific (based on present data), Measurable (progress is determined based on data), Achievable (realistic and related to critical needs), Results-Focused (developed with outcomes in mind), and Time-Bound (defined beginning and ending creating a sense of urgency) goal. Remember, goals can be modified and added as the plan is implemented.

SMART Goal #1

SMART Goal #2

Activities

The next step is to identify evidence-based activities addressing the Actionable Cause(s) and SMART goal(s). If the district is already working on activities related to this issue, include them in the list. The list should be manageable! This is a marathon, not a sprint!

Suggested steps to identify strategic activities:

1. Brainstorm and research evidence-based solutions to the Actionable Cause(s).
2. Complete the table below for the activities “rising to the top” in brainstorming.
3. Consider the time needed for each activity. Ensure the time needed for the activity and the timeframe set in the SMART goal(s) are aligned.
4. Select acceptable activities to implement using the criteria in the checklist following the table.

Activity Title	Description	Responsible Party	Planned Start Date	Planned Finish Date	Resources Needed	Evidence of Progress/ Data to Be Collected and When

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Date for Overall Plan Evaluation:

Activity Checklist

Before moving forward with the activities, check each of the brainstormed activities against the criteria in the checklist below. If the answer is “No” to any of the criteria, revise the activity to address the missing components, or select a different activity.

- Are there activities to address each SMART goal?
- Does the activity address at least one aspect of the Actionable Cause?

- Do all team members agree the activity will help increase the probability of meeting the SMART goal(s)?
- Is each activity measurable?
- Does the activity have an evidence base to support its effectiveness in the context in which it will be applied?
- Does the activity align with the mission and culture of the district?
- Does each activity specify:
 - Who will complete it?
 - What exactly will be done?
 - How it will be documented?
 - When it will be done?
 - How the data will be used to measure short-term (daily/classroom data) and medium-term (marking period data) progress?
 - A timeline or dates for when relevant data will be collected?
 - Resources needed to implement the activity?
- Does the team have the knowledge, skills, and abilities needed to complete the activities? If not, are resources (e.g., other staff, training) available to help?
- Are there any constraints (e.g., personnel, school calendar, money) preventing the completion of the activity?

Communication Plan

Describe the plan for disseminating information regarding the Action Plan to the appropriate people. Use the following questions to help guide the plan. Keep in mind separate communications may be needed for different audiences.

1. Who is the specific audience?

