

## Tool 2

## Planning Schedule

For each of the individual tasks listed, agree on a time line and identify the person responsible for the activity and who will participate. This schedule should be designed by the principal, site coordinator, and team leader, with input from the leadership team.

Start Date	End Date	Time	Activity	Lead	Participants
			Leadership team planning meeting		
			Provide planning documents to team leader		
			All-staff planning meeting		
			Provide survey templates to site coordinator		
			Mail parent survey and meeting notice		
			Finalize focus groups and interviews		
			Provide student work collection folders to teachers		
			Collection of student work		
			Administer staff surveys		
			Administer student surveys		
			Provide completed surveys to team leader		
			<b>On-site review</b>		
			Kick-off meeting		
			Family and community meeting		
			Oral exit report		
			Final report inservice		
			Strategic planning inservice		
			Designing strategic plan inservice		