

**CIMS Offline Worksheet: 8-Step Planning and Problem Solving for Implementation of a Strategic Goal**

This worksheet has been designed to help guide your school through the 8-step planning and problem-solving process with one of your strategic goals. The information here aligns with the fields that are included in the SIP template in the Continuous Improvement Management System (CIMS).

<b>Step 1a: Identify a strategic goal.</b>		
Goal 1		
<p><b>Refine Federal Programs into a powerful lever for continuous improvement of those domains (effective leadership, collaborative &amp; public teaching, ambitious instruction, safe and supportive environments, parental and community engagement) known to drive student outcomes in our underperforming schools and districts.</b></p>		
<p><b>Step 1b: For each data indicator identified below, establish targets (i.e., “SMART goals”) to be accomplished by successfully reaching the strategic goal; use percent <u>OR</u> percentile.</b>  <i>The goal and targets together form a “Theory of Action” [e.g., If we (1a), then we will see (1b)], which will be tested and refined through this process.</i></p>		
Indicator(s) identified for improvement through the needs assessment conducted in Step Zero	2014-15 Targets	
	Percent	Percentile
Improved communication and collaboration between Federal Program Administrators and district leaders in school improvement departments		
Student performance data indicating that resources/programs purchased with grant money was effective in improving student outcomes		
Improved communication and collaboration between Federal Program Administrators and the principals they support		

Step 2: Brainstorm resources that are available to support the goal and barriers that could hinder achieving the goal. Organize barriers into thematic "buckets."	
Resources for Goal 1	Barriers to Goal 1
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
Barrier "Buckets"	
1. <b>Communication &amp; Collaboration</b>	
2.	
3.	
4.	
5.	

<b>Step 3: Prioritize barrier buckets and select one bucket of <i>alterable elements</i> (e.g., curriculum, instruction, environment, organizational systems) to address, based on the potential impact the elimination or reduction of the barrier would have on the goal and the cost and complexity of implementation.</b>	
Prioritized Barrier Buckets for Goal 1	
1.	
2.	
3.	
4.	
5.	

<b>Step 4: Brainstorm and prioritize strategies that could be used to eliminate or reduce the selected barrier bucket; include the rationale for each strategy. Select a strategy to develop an action plan for implementation.</b>	
Strategies to Reduce or Eliminate Barrier Bucket 1	Rationale
1.	
2.	
3.	
4.	
Prioritized Strategies for Barrier Bucket 1	
1.	
2.	
3.	

*In Steps 5-8, details must include a description of the activity, the person(s) responsible for completing the activity, the start and end dates and frequency, and the evidence the person responsible will use to demonstrate completion of the activity.*

**Step 5: Develop an action plan by identifying all steps that need to be taken to implement the strategy selected in Step 4.**

- Indicate whether the step is a professional development opportunity (PD) or technical assistance (TA). These items will require additional details, such as the facilitator or developer and the intended audience.
- Indicate whether the step is a budget item. Budget items will require additional details, such as a description, the funding source and the amount needed.

Action Step 1 for Strategy 1 -

What			
Who			
When	Start Date:	End Date:	Frequency:
Evidence	e-mails confirming meeting, any meeting notes,		
PD Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Facilitator:	Participants:
TA Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Developer:	Audience:
Budget Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Funding Source:	Amount Needed:

Action Step 2 for Strategy 1 -

What			
Who			
When	Start Date:	End Date:	Frequency:
Evidence			
PD Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Facilitator:	Participants:
TA Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Developer:	Audience:
Budget Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Funding Source:	Amount Needed:

Action Step 3 for Strategy 1 -

What			
Who			
When	Start Date:	End Date:	Frequency:
Evidence			
PD Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Facilitator:	Participants:
TA Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Developer:	Audience:
Budget Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Funding Source:	Amount Needed: \$
Action Step 4 for Strategy 1 -			
What			
Who			
When	Start Date:	End Date:	Frequency:
Evidence			
PD Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Facilitator:	Participants:
TA Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Developer:	Audience:
Budget Item	<input type="checkbox"/> Yes <input type="checkbox"/> No	Funding Source:	Amount Needed: \$

<b>Step 6: Determine how the action plan (Step 5) for the selected strategy will be monitored for fidelity of implementation; add distinct monitoring activities as needed.</b>			
What	Who	When	Evidence of Completion
Monitoring Activity 1 for Strategy 1			
		Start Date:	
		End Date:	
		Frequency:	
Monitoring Activity 2 for Strategy 1			
		Start Date:	
		End Date:	
		Frequency:	
Monitoring Activity 3 for Strategy 1			
		Start Date:	
		End Date:	
		Frequency:	

<b>Step 7: Determine how the strategy (Step 4) will be monitored for effectiveness at reducing or eliminating the barrier bucket selected in Step 3; add distinct monitoring activities as needed.</b> <i>After completion of Step 7, cycle back to Step 4 to select the next strategy, or to Step 3 to select the next barrier bucket, and continue through the steps. Repeat as needed.</i>			
What	Who	When	Evidence of Completion
Monitoring Activity 1 for Strategy 1			
		Start Date:	
		End Date:	
		Frequency:	
Monitoring Activity 2 for Strategy 1			
		Start Date:	
		End Date:	
		Frequency:	
Monitoring Activity 3 for Strategy 1			
		Start Date:	
		End Date:	
		Frequency:	

**Step 8: Determine how progress towards the goal and annual targets established in Step 1 will be monitored (what data will be collected and reviewed throughout the year); add distinct monitoring activities as needed.**  
*After completion of Step 8, cycle back to Step 1 to start on the next goal.*

What	Who	When	Evidence of Completion
Monitoring Activity 1 for Goal 1			
		Start Date:	
		End Date:	
		Frequency:	
Monitoring Activity 2 for Goal 1			
		Start Date:	
		End Date:	
		Frequency:	
Monitoring Activity 3 for Goal 1			
		Start Date:	
		End Date:	
		Frequency:	