CIP Action Plan

Implementation Team

Name	Email	Team Role

Implementation Team Working Agreements

Initiative
(Evidence-based Program/Practice)

- Clearly define the program/practice. What will it look like in practice? This will drive the development of the Fidelity Measure.

Implementation Considerations

1. If this initiative is a framework or a multi-year venture, what part will you implement this year?	
2. Scope of Implementation	

Desired Outcomes

Short Term Outcomes Preparation Stage (Adults - Change in knowledge)	Intermediate Outcomes Initial Implementation Stage (Adults - Change in practice)	Long Term Outcomes Full Implementation Stage (Change in student outcomes)

Motivational Readiness Action Plan

How will staff readiness be measured?
What resources need to be collected to complete the plan?
Who will complete the plan?
How will the plan be shared with the appropriate audiences?

Action	Person Responsible	By When	Resources Needed	Status/Date Completed

Implementation Drivers

Implementation Drivers facilitate and ensure the success of initiatives. They are based on common features that exist among many successfully implemented programs and practices. The structural components and activities that make up each Implementation Driver are the core components needed to initiate, support, and sustain classroom, building, and district-level change. It is imperative that each Driver is developed using the strengths of the community and attends to the necessary actions to advance equitable outcomes for all students and families.

Use the Action Planning Guide to develop actions based on the current stage of implementation. An action does not need to be created for each prompt. These are simply considerations as your plan for implementation.

Capacity Development & Fidelity Assessment

Action	Person Responsible	By When	Resources Needed	Status/Date Completed

Building a Supportive Environment

Action	Person Responsible	By When	Resources Needed	Status/Date Completed

Preparation Stage Outcomes

The school/district will be ready for the next stage, Initial Implementation when the implementation team has achieved each outcome below.

☐ The implementation team is functioning well

☐ Policies and procedures to support the use of the initiative are in place and understood by all educational partners.

☐ A majority of practitioners are trained in the initiative.

☐ Infrastructure is in place to support coaching to effectively develop the competencies required to use the initiative.

☐ Fidelity measures (established "look fors") and criteria are established for the initiative.

☐ Change in practitioner knowledge data is being collected, analyzed, and used to provide appropriate resources and support to meet the short-term outcome.

☐ Bi-directional communication is taking place among practitioners and administration/leadership

☐ The Short Term Outcome in adult knowledge has been met (See SMART goal).