

Figure 4.2: Success Tool—Improvement Project Planning Tool

Instructions: Use this tool to capture what must be done to achieve your project goals. To complete your project plan, answer the following questions.

- **Tasks:** What are the key tasks needed to accomplish the project?
- **Actions:** What actions or activities for each task will lead to the desired outcomes?
- **Who is responsible:** Who is responsible for each action step? What stakeholder groups are involved in each action?
- **Evidence:** What products, artifacts, or outputs will be collected as evidence?
- **Outcomes:** What are the ultimate desired results or value added that you want? (Clarify the *value added* by defining the ultimate outcomes your team is working toward.) What positive impact do you want for students, educators, or the school community as a result of this work? (These are your *measures of success*—such as improved student achievement, increased engagement, stronger instructional practices, or greater collaboration—and they should directly connect to the goal.) Clearly identifying these outcomes helps ensure your efforts lead to meaningful and measurable improvements.
- **Resources:** What resources, professional learning, structures, equipment, permissions, and budget will you need to do the work?
- **Start and end dates:** What are the specific start and end dates for each task or action? *Remember not to use “ongoing” or “yearlong.”*

Name of Project:

Duration:

Related School-Improvement Plan Goal:

This Project's Goal:

This Project's Outcomes:

The Evidence to Collect:

Team Members:

Team Leads:

Other Stakeholders:

Tasks	Actions	Who Is Responsible	Evidence	Outcomes	Resources	Start and End Dates