PLC Products, Tasks, and Time Lines

Defined Tasks for Collaborative Teams	Completion Date	Products or Artifacts
Create and monitor team norms.		Norms
Establish protocols: roles, agenda building, record keeping, consensus, and so on.		Protocols
Establish team SMART goals.		SMART goals
Continuously monitor progress on SMART goals using summative and common formative assessments.		SMART goal action plan
Celebrate success, including small wins along the way!		Description of celebrations (include recipients, dates, and times)
PLC Question 1: What do we expect our students to know and be able to do?		
Review state standards and align curriculum.		Curriculum documents
Identify the essential standards for each grade level or subject area using endurance, leverage, and readiness criteria.		List of essential grade-level or content-specific standards
Vertically align essential standards looking for gaps and redundancies.		Aligned curriculum guides
Pace the curriculum with emphasis on when the learning targets will be taught.		Pacing guide or course sequence
PLC Question 2: How will we know when they have learned?		
Unwrap each of the essential standards into learning targets. (Determine learning progression.)		Unwrapped essential standards with learning targets
Map each standard indicating the summative and formative assessments.		Assessment map for each essential standard
Develop common formative assessments for each learning target.		Common formative assessments
Determine proficiency levels.		Rationale
Develop grading rubric or scoring guide.		Rubric or written criteria

Write learning targets in student-friendly language by engaging students in the process.		Student-friendly targets
Create and share anchor papers with students demonstrating strong and weak work. (Collaboratively score student work.)		Anchor papers
Analyze assessment results.		Item analysis, data-team protocol, or both
PLC Question 3: How will we respond when they do not learn?		
Identify systematic responses for students who are failing.		Remediation strategies
Create interventions for students who fail to meet learning targets on common formative assessments.		Intervention strategies
Identify students for interventions by essential standard or learning target and specific need.		List of students with specific data
Group students for instruction by specific essential standard, learning target, or need.		Student groupings by essential standard, learning target, or need
Evaluate the progress of students after interventions.		Monitoring tool
PLC Question 4: How will we respond when they already know it?		
Identify systematic responses for students who have already mastered the essential standards.		Student groupings by standard, learning target, or need
Create extension activities for students who demonstrate proficiency and better.		Extension activities
Identify students who demonstrate proficiency and better on common formative assessments.		List of students with specific data
Evaluate the progress of students after the extension activity.		Monitoring tool