

Pilot Planning Template

Directions: Use this planning template with your leadership team to prepare for your equity-centered initiative pilot. Fill out the right column individually or as a team with the goal of coming to consensus.

Critical Questions	Responses
1. What is the scope (and what are the limitations) of the pilot?	The pilot will take place at [locations] for [amount of time]:
	We selected these locations and circumstances for the following equity-related reasons:
2. What do we want to learn through conducting this pilot?	Our equity-centered goals and intentions behind this pilot are:
	We hope to discover:
3. How will we know if we've learned what we need from the pilot?	We will use the following formative tools to collect data on the intended student groups' progress:
	We will analyze and interpret the data using these methods:
4. What will we do to intervene when or if it's not going well?	We will look for these indicators that interventions or adaptations may be needed to better support underserved students' learning goals:
	Our intervention plan will include these possible strategies:

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Critical Questions	Responses
5. What will we do to expand on early successes?	We will look for these indicators that we are exceeding our original goals:
	Our expansion plans will include these possible strategies:
6. How will we determine whether to terminate, continue, or expand the pilot?	After running the pilot for [period of time] and collecting [feedback, data, and observations], we will meet on [date] to determine next steps.
	Our decision making will include the following equity-based thresholds or metrics:
Additional considerations:	