

Protocol-Planning Template

Directions: Take notes on this template during the team leader's tuning protocol presentation to help you identify strengths and gaps in the second stage of the new initiative implementation process.

Task	Notes	Time
Presentation <ol style="list-style-type: none"> 1. Description of initiative 2. Why it's being brought forward 3. How it aligns with existing district frameworks, initiatives, and mission and vision 4. The data driving this need 5. The intended impact on teaching and learning 6. How we will measure the impact 7. The anticipated timeline from conception to full launch 8. Resources needed 9. Stakeholder engagement 10. Regular communications 		Twelve to fifteen minutes
Clarifying Questions		Three minutes
Individual Feedback		Two minutes
Group Feedback		Fifteen minutes

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Presenter Reaction		Five minutes
Next Steps and Debrief		Five minutes
Suggestions <p>Further define the need or the <i>why</i>:</p> <p>Expand or reduce focus area to:</p> <p>Lay more groundwork by:</p> <p>Gather more data from:</p> <p>Do more research on:</p> <p>Secure financial resources:</p> <p>Get stakeholder buy-in from:</p> <p>Flesh out details regarding:</p> <p>Adjust the timing or schedule:</p> <p>Talk to or consult with:</p> <p>Other:</p>		