

Figure 3.3: PLC Schoolwide Project Overview

PLC Schoolwide Project
Overview and Purpose
The purpose of the PLC schoolwide project is to support a schoolwide priority for successful implementation of the PLC process on your campus and build on your leadership skills to become an activator of change.
Step 1: Identify a campus need.
1. The identified campus needs should change business as usual or make something better about the PLC process or PLC work on your campus. Select a project that involves starting something new or making meaningful changes to how something is done. 2. Make time to speak with your principal so you can meet and discuss priorities for schoolwide PLC implementation. 3. Your PLC schoolwide project should meet these criteria: + Articulate a PLC project goal and rationale. + Show evidence of baseline data used to support the goal. + Articulate action steps taken to accomplish the goal. + Include charts or a visual that documents progress toward the goal. + Articulate how the PLC project aligns to the four critical questions of a PLC (DuFour et al., 2024, p. 67): a. What is it we want our students to know and be able to do? b. How will we know if each student has learned it? c. How will we respond when some students do not learn it? d. How will we extend the learning for students who have demonstrated proficiency?
Questions:
• Have you spoken to your principal about the project? What needs did you discuss? • Identify the project you have selected. • Who will be involved in the project?
Step 2: Document a rationale.
The <i>project rationale</i> , also called the <i>project justification</i> , is an argument in favor of implementing the proposed project. It gives a detailed explanation of why the project is required.
Questions:
• What is the reason you chose this project? • Why is this project important? • What ways will it strengthen the PLC process on your campus? • How will the project you chose positively impact student achievement?

Step 3: Collect and analyze baseline data.

1. For this project, start with a baseline measure so you can compare growth from the start of your project to the end.
2. If applicable, send a survey or collect input from participants who will help you collect baseline data. Compile and summarize the results.

Questions:

- What is the baseline data you will use?
- Record the baseline data or explain your current reality in words.

Step 4: Create a SMART goal.

A SMART goal can be used to keep the project moving forward, help with timing, and let you know that you are accomplishing what you set out to accomplish.

Question:

- What is your SMART goal for this project?

Step 5: Create action steps.

Action steps prepare you for predictable and preventable challenges and focus your resources to achieve your main goals. Creating action steps is like creating a roadmap. Effective action steps maximize personal and team productivity and resource allocation. Action steps help you ultimately achieve the SMART goal you have established.

Questions:

- What aspects of this project do you expect to be frustrating or difficult? List the specific aspects of this undertaking that are the most challenging.
- How will you communicate the plan with stakeholders who are involved in your PLC project?
- If tasks need to be given to project members, how will you go about assigning them?
- What are the specific action steps that will be important to take so productivity and project completion can successfully occur? (List these items below.)

Step 6: Implement a plan.

The following key components essential in implementing a plan successfully are often overlooked.

- **Lack of ownership:** The most common reason a plan fails is a lack of ownership. If people don't have a stake and responsibility in the plan, it'll be business as usual for all but a frustrated few.
- **Lack of communication:** The plan isn't communicated to employees, and they don't understand how to contribute.
- **Losing sight of long-term goals:** The plan goes through the day-to-day happenings, but the goals get lost in the process.
- **An overwhelming plan:** The goals and actions generated in the strategic planning session are too numerous because the team failed to make tough choices and eliminate non-critical actions. Employees don't know where to begin.
- **A meaningless plan:** The vision, mission, and value statements are viewed as fluff and are not supported by actions or don't have employee buy-in.

Questions:

- Are there any components previously listed that you feel receive greater focus or emphasis? What are these components, and how will you keep these in the forefront?
- What is the time frame of your project?

REPRODUCIBLE

Step 7: Reflect on project alignment to the four critical questions of a PLC.

Questions:

- Does your project align to at least one of the four critical questions of a PLC? To which question or questions does your PLC project align?

Step 8: Present the project.

The second-year facilitator will present and communicate ongoing progress of the project with school leaders or the guiding coalition.