

Directions – Activity Planning Tool

The purpose of the **Activity Planning Tool** is to suggest options that can support strategy implementation. The list is not exhaustive; neither is it intended that every possible activity be selected. Not all activities will be implemented at the same time; rather, it will depend on the stage of implementation a plan is in. However, to the extent possible, it is important that activities be identified as part of the planning process to address the entire life of the plan. It is also likely that the plan will be adjusted as it is being implemented based on fidelity and impact data.

A secondary use of the tool is to examine the activities in an existing plan to identify gaps. This can be done by placing activities from the plan into the appropriate categories and noting what might be missing.

The activities fall into four categories:

1. **Installation** – these activities are typically implemented to get ready for implementation where the primary intent is to ensure that support structures as well as resources for implementation and practitioner competency are in place.
2. **Implementation** – these activities are typically implemented either during initial implementation or full implementation; some may be repeated as the scale of the plan is adjusted. e.g., adding additional buildings, grade levels, classrooms, or students. Strategy implementation activities support the critical components and gold standard or acceptable variations of the strategy as indicated in research and as identified in a Strategy Implementation Guide.
3. **Monitor and Adjust** – these activities are typically identified during the planning process or as part of installation and should be implemented immediately upon initial implementation. Monitoring activities address how strategy implementation will be monitored for adult fidelity and student impact. It is important to identify a monitoring process that embraces data collection, dialogue, and analysis. These activities will connect to the goal interim targets in the plan.
4. **Evaluate** – these activities are typically identified during the planning process and should be implemented at the time indicated by the end target measure. Evaluation is essentially the summative process to monitoring. A primary purpose of the evaluation process is to determine the relationship between implementation fidelity and impact as defined by the goal end targets in the plan.