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|  | **District Assessment System Design Toolkit**  *Workshop #3* |
| *Implementation Planning Notes* |

**Developed By**

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| **Joseph Martineau** | Senior Associate |  |
| **Kathy Dewsbury-White**  **Ed Roeber** | President & Chief Executive Officer  Assessment Director |  |
| **Ellen Vorenkamp** | Assessment Consultant |  |
| **Steven Snead**  **Jonathan Flukes** | Supervisor, Curriculum & Instruction Unit  Research, Evaluation, & Assessment Consultant |  |

**Taking a Clear-Eyed View of Strengths, Weaknesses, Opportunities, and Threats/Barriers (SWOTs).**

Use the following template to document the strengths of the design, weaknesses, opportunities, and potential barriers to begin a strategic planning document for implementing the new district assessment system. Try to pair opportunities and threats to identify ways to address potential barriers to implementation. Be sure to include professional learning opportunities and collaboration time.

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| --- | --- |
| **Strengths** | **Weaknesses** |
|  |  |
| **Opportunities** | **Threats/Barriers** |
|  |  |

**Roles and Responsibilities**

Use the following template to document who will be responsible for what steps in planning the implementation of the new district assessment system design. Be sure to include periodic updates with the project champion and/or other district leadership. Also be sure to include communication of the new design and the implementation planning activities.

|  |  |  |
| --- | --- | --- |
| Person(s) | Role | Responsibilities |
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**Follow-up Implementation Planning Meetings**

Use the following template to document who will be responsible for what steps in planning the implementation of the new district assessment system design. Be sure to include periodic updates with the project champion and/or other district leadership. Also be sure to include communication of the new design and the implementation planning activities.

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| Date | Location | Topic(s) | Attendees |
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