

ACTION PLANNING

Action planning is a process which will help your school to focus ideas and decide what steps you need to take to achieve particular goals. It is a statement of what you want to achieve over a given period of time. Preparing an action plan is a good way to help you to reach your objectives. The HSP action planning template is a guide for your school to use. We recognize that schools have different processes or planning requirements, so this template is intended to outline important components of goal writing.

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Milestones

Based on your school's rubric and, where possible, a review of other data sources, select an area for improvement. This will be the focus of your planning.

Why is this a priority area?

Consider the importance, cost, time and effort needed, and support from the school community.

Creating a series of dates to complete your goal

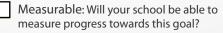
will help your team stay motivated and focused.

Define your goal! What does your team plan to do to take action on the priority area selected?

Goal

Check each box if your goal meets the criteria. If not, consider changing your goal until it meets all five criteria.

	Specific: Is	the goal	clear	and	specific?
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Attainable: Is it possible for your school to achieve this goal?

Relevant: Does this goal fits with your school's purpose?

Timely: Is there a time frame for achieving this goal?

ist each action to be taken in order.	
Vho is responsible?	
Vho is responsible for making sure the go	al is
chieved? Who else needs to be involved?	
Measures of success	
Vhat would achieving the goal look like?	
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lan to celebrate with your school commu	
elebrate!	nitv

Action