

Second Step Implementation Plan Template

Purpose

The *Second Step* Implementation Plan Template can help you plan implementation for your school. You can use it as a yearly implementation record for the school and district, and you can also compare it to plans from previous or subsequent years to assess progress, inform improvements to future plans, and help sustain effective implementation.

Description

The template organizes your implementation plan into the following useful categories.

1. Tasks

Describe what needs to be done. Go online to SecondStep.org to read more about the six main task categories: Motivate, Prepare, Train, Support, Validate, and Sustain. Each task category is made up of a set of recommended tasks. These tasks may happen at specific points in time (for example, before a new year of implementation begins) or continually. When creating your implementation plan, choose the tasks from each task category that meet your current level of implementation. Monitor and adjust your plan regularly to meet your needs, since they might change from year to year.



2. Purpose

Decide why the task is important for effective implementation at your school and note the reason(s) with a few words or sentences.

3. Role

Designate at least one person as responsible for ensuring each task is completed. Go online to SecondStep.org to read more about implementation support roles and their typical responsibilities.

4. Resource(s)

Determine which tools and resources you will use to complete each task. Go online to SecondStep.org to see recommended resources for each task.

5. Timeline

Determine the timeline for each task. Check off the task when it has been completed.

Second Step Implementation Plan Template

School: _____ Implementation Year: _____

Program Implemented: (check all that apply)

- Early Learning
 Kindergarten
 Grade 1
 Grade 2
 Grade 3
 Grade 4
 Grade 5
 Grade 6
 Grade 7
 Grade 8

Motivate	Task	Purpose	Role	Resource(s)	Timeline
	What needs to be done? Choose a task from the Motivate task category.	Why does it need to be done? Decide how the task will help support effective implementation in your school.	Who is responsible for completing this task? Choose at least one person.	How will the task be completed? Decide what tools and resources will be used to complete the task.	When will the task start and/or finish? Decide on a timeline, then check the box when the task is completed.
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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Motivate

Motivate	Task (<u>Motivate</u>)	Purpose	Role	Resource(s)	Timeline
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Second Step Implementation Plan Template

Prepare

School: _____ Implementation Year: _____

Program Implemented: (check all that apply)

- Early Learning
 Kindergarten
 Grade 1
 Grade 2
 Grade 3
 Grade 4
 Grade 5
 Grade 6
 Grade 7
 Grade 8

Prepare	Task	Purpose	Role	Resource(s)	Timeline
	What needs to be done? Choose a task from the Prepare task category.	Why does it need to be done? Decide how the task will help support effective implementation in your school.	Who is responsible for completing this task? Choose at least one person.	How will the task be completed? Decide what tools and resources will be used to complete the task.	When will the task start and/or finish? Decide on a timeline, then check the box when the task is completed.
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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School: _____ Implementation Year: _____

Program Implemented: (check all that apply)

- Early Learning
 Kindergarten
 Grade 1
 Grade 2
 Grade 3
 Grade 4
 Grade 5
 Grade 6
 Grade 7
 Grade 8

Train	Task	Purpose	Role	Resource(s)	Timeline
	What needs to be done? Choose a task from the Train task category.	Why does it need to be done? Decide how the task will help support effective implementation in your school.	Who is responsible for completing this task? Choose at least one person.	How will the task be completed? Decide what tools and resources will be used to complete the task.	When will the task start and/or finish? Decide on a timeline, then check the box when the task is completed.
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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Train

Train	Task (Train)	Purpose	Role	Resource(s)	Timeline
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Second Step Implementation Plan Template

Support

Support	Task (Support)	Purpose	Role	Resource(s)	Timeline
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Second Step Implementation Plan Template

Validate

School: _____ Implementation Year: _____

Program Implemented: (check all that apply)

- Early Learning
 Kindergarten
 Grade 1
 Grade 2
 Grade 3
 Grade 4
 Grade 5
 Grade 6
 Grade 7
 Grade 8

Validate	Task	Purpose	Role	Resource(s)	Timeline
	What needs to be done? Choose a task from the Validate task category.	Why does it need to be done? Decide how the task will help support effective implementation in your school.	Who is responsible for completing this task? Choose at least one person.	How will the task be completed? Decide what tools and resources will be used to complete the task.	When will the task start and/or finish? Decide on a timeline, then check the box when the task is completed.
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

