

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.

Priority Area

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.

[Empty dashed box for Priority Area]

Why is this a priority area?

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

[Empty dashed box for Why is this a priority area?]

Milestones

Creating a series of dates to complete your goal will help your team stay motivated and focused.

[Empty dashed box for Milestones]

Goal

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

[Empty dashed box for 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?
- Measurable: Will your school be able to measure progress towards this goal?
- Attainable: Is it possible for your school to achieve this goal?
- Relevant: Does this goal fit with your school's purpose?
- Timely: Is there a time frame for achieving this goal?

Action

What must be done to achieve the goal? List each action to be taken in order.

[Empty dashed box for Action]

Who is responsible?

Who is responsible for making sure the goal is achieved? Who else needs to be involved?

[Empty dashed box for Who is responsible?]

Measures of success

What would achieving the goal look like?

[Empty dashed box for Measures of success]

Celebrate!

Plan to celebrate with your school community.

[Empty dashed box for Celebrate!]