**Project Planning Check-In Agenda**

*This check-in agenda can be used for regular but brief meetings of the implementation team to assess progress on the implementation plan and progress towards goals, with opportunities to synthesize learnings and adjust the plan.*

**Meeting Pre-Work**

Implementation Leader completes the Goals Dashboard below and sends it to the team for review. Team members also update a document sharing project updates using the table below.

***Goal Dashboard****: Copy the Goals and Measures and Frequency from the Implementation Plan, then fill in Current and Gap to Goal for each.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal Area** | **Goal(s)** | **Measures and Frequency** | **Current** | **Gap to Goal** |
| Teacher and Student Investment |  |  |  |  |
| Teacher Practice |  |  |  |  |
| Student Outcomes |  |  |  |  |

***Project Updates****: Copy the projects and owners into the chart and send this to the team for updates.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project** | **Owner** | **Updates** | **Upcoming deadlines or next steps** | **Questions or flags for discussion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Useful links for the meeting:**

* Link to instructional vision (Key Action I.2)
* Link to completed Implementation Plan

**Meeting Agenda** (1 hour)

|  |  |  |
| --- | --- | --- |
| **Timing** | **Topic** | **Components** |
| 5 minutes | Opening | * Each person shares a moment or memory from the work that stands out to them since the last meeting |
| 15 minutes | Overall Project Updates | * Review the team’s written project updates * Discuss any questions or next steps * Review: What are the key deadlines? Are we on track? |
| 10 minutes | Progress-to-Goal Review | * Look at the completed goals dashboard together and discuss progress made   + Where were areas of strength? What were the drivers?   + Where were challenge areas? What were the drivers?   + What lessons have been learned?   + What can we celebrate and share?   + What can we refine and adjust? |
| 15 minutes | Project Plan Discussion & Revision Time | * Based on the project and goal discussion, do any plans need to be updated? If so, go into the Implementation Plan now and change them. Some areas for consideration:   + What, if anything, is pulling focus?   + What needs to change to accomplish our work and goals? |
| 10 minutes | Open Questions and Key Decisions | * Make space for open questions about the plans, answered by project owners * Make space for decision-makers (named in the Implementation Plan) to make final calls * Discuss: What is the next set of work coming up, and what do we want to observe and listen for before our next meeting? |
| 5 minutes | Next Steps & Closing | * Review next steps for each person that came out of the meeting * Set a date to check in as a team to make sure the plan is on track * Share the date of the next meeting |