

Phase II Decision-Making Map

This resource outlines all of the significant decisions that need to be made throughout Phase II and provides guidance for a decision-making structure.

Responsible: The person who does the work to achieve the task. They have responsibility for getting the work done or decision made. As a rule, this is one person; examples might be the system curriculum lead or the superintendent.

Accountable: The person who is accountable for the correct and thorough completion of the task. This must be one person or team and is often the project executive or project sponsor. This is the role that the person responsible is accountable to and approves their work.

Consulted: The people who provide information for the project and with whom there is two-way communication. This is usually several people, often subject matter experts like teachers and coaches.

Informed: The people kept informed of progress and with whom there is one-way communication. These are people that are affected by the outcome of the tasks, and therefore need to be kept up-to-date. You can use your stakeholder list to determine who is informed.

Phase	Key Decision	Who's responsible?	Who's accountable?	Who's consulted?	Who's informed?
II.1	Defined the Implementation Support Team, Implementation Support Team Leader, and key roles and responsibilities	System leader	System leader	- Participating school leaders - Members of the system-level instructional team	Teachers & leaders at all participating schools
	Mapped out the implementation planning process	Implementation Support Team Leader	Implementation Support Team	- Members of the system-level instructional team	Participating school leaders

	Drafted the vision, goals, measures, and progress monitoring plan	Implementation Support Team Leader	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders	Teachers & leaders at all participating schools
	Communicated the implementation plan	Implementation Support Team Leader	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders	Teachers & leaders at all participating schools
II.2	Established your key assessment purposes and inventoried all current assessments	Assessment, Grading, & Data Analysis Team	Implementation Support Team	- Implementation Support Team	Implementation Support Team
	Developed a plan for common assessments for the year and what you will do with the data to accomplish your purposes	Assessment, Grading, & Data Analysis Team	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders	Teachers & leaders at all participating schools
	Developed guidance for grading with the new materials	Assessment, Grading, & Data Analysis Team	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders - Teacher leaders	Teachers & leaders at all participating schools

II.3	Studied the curriculum design	Instructional Planning & Pacing Team	Implementation Support Team	- Implementation Support Team	Implementation Support Team
	Set the daily schedule to match the design of the curriculum	Instructional Planning & Pacing Team	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders	Teachers & leaders at all participating schools
	Determined the yearlong pacing schedule	Instructional Planning & Pacing Team	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders - Teacher leaders	Teachers & leaders at all participating schools
	Established guidance for unit and lesson customization	Support Use of Curriculum Team	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders	Teachers & leaders at all participating schools
	Determined plans for collaborative planning and reflection	Support Use of Curriculum Team	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders - Teacher leaders	Teachers & leaders at all participating schools

	Determined support plans for individual planning	Support Use of Curriculum Team	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders	Teachers & leaders at all participating schools
II.4	A coaching plan for teachers, including the observation tool that will anchor feedback	Support Use of Curriculum Team	Implementation Support Team	- Members of the system-level instructional team - Participating school leaders	Teachers & leaders at all participating schools
	A clear picture of how your evaluation and curriculum can support each other	Support Use of Curriculum Team	Implementation Support Team	- Implementation Support Team	Leaders at all participating schools
	A plan for how you will support coaches and evaluators to understand the materials	Support Use of Curriculum Team	Implementation Support Team	- System level instructional team - Implementation Support Team	Teachers & leaders at all participating schools
II.5	A training plan for each impacted group (teachers, leaders, coaches)	Support Use of Curriculum Team	Implementation Support Team	- Implementation Support Team	Teachers & leaders at all participating schools
	A plan for training the trainers	Support Use of Curriculum Team	Implementation Support Team	- Implementation Support Team	Teachers & leaders at all participating schools