

# Organizational Planning Tool



## 1. Conduct Comprehensive Needs Assessment

- Use multiple sources of data
- Focus on various aspects of the organization
- Create the school profile
- Identify priorities and summarize needs

## 2. Establish S.M.A.R.T. Goals

- Approved by the board
- Aligned with the mission, vision and beliefs
- Address priority needs

## 3. Determine Measurable Objectives

- Identify specific, measurable, expected results aligned with goals
- Address indicators for improvement
- Target all student populations
- Focus on closing achievement gaps

## 4. Identify Research Strategies

- Identify how goals and objectives will be reached
- Include scientifically research-based strategies
- Identify a sustained course of action

## 5. Define Activities: Actions

- Provide a detailed step-by-step process for implementing strategies
- Clarify how the organization will carry out the strategies

## 6. Determine Other Planning Needs

- Provide clarity for:
  - person responsible
  - resources
  - timelines
  - evidence of implementation
  - evidence of impact
  - formative assessments
  - summative assessments

## 7. Implement the Plan

- Ensure alignment between district and school plans
- Create a common understanding of the plan
- Communicate expectations for implementation of the plan
- Assess and monitor how staff carry out the plan

## 8. Periodically Evaluate Progress: Formative

- Celebrate successes
- Establish processes and procedures for monitoring against attainment of goals and objectives
- Provide progress updates to staff and district
- Adjust the plan accordingly
- Track and communicate changes

## 9. Evaluate Progress: Summative

- Compare summative outcomes to goals and objectives
- Identify changes in outcomes for specific student populations
- Critically evaluate the system
- Identify where the system is getting results
- Identify new insights in the planning process to refine the new cycle