



Action Plan Development Tips

1

The following bulleted list is to serve as a guide for the development and use of the Action Plan:

- The Action Plan (AP) is your Strategic Plan. It defines how you implement the Community Schools strategy at the school site.
-
- Eliminate “Focus Area” examples found on the 2006-05 sample AP and create your own keeping in mind the strategies of Engage, Comprehend, Coordinate, and Sustain
- The Action Plan reflects the results of the Needs and Assets Assessment (this means AP includes how identified needs are addressed, how identified assets are coordinated, etc)
- The AP should show a direct correlation to the Needs and Assets Assessment, AP should address all 6 domains **if** they are reflected in the needs assessment or if there are existing services that address the specific domains.
- The AP also follows from the other tools: How does the School Info Sheet tool tell you about what kind of activities currently exist? List business partnerships and school delivered services. Show how the OPS manual reflects all services and resources provided to students at the school site (both those existing services and those recently brokered). Indicate how the Coordinating Council will address accountability?

baltimore
COMMUNITY SCHOOL
connections



Baltimore Community School Connections

Action Plan Development Tips

2

- The AP should indicate how the goals directly relate to the SIP. If there is a Corrective Action Plan (CAP) indicate how the CS work will help address goals and activities in the CAP.
- The AP should address goals relating to each Result Area (spell out what quantitative impact will occur in each Result areas.
-
- Every AP “Goals” and “Measurable Outcome” includes target numbers or percentages
- The AP includes milestone dates for every activity toward reaching those numbers (including tracking how many stakeholders have been engaged in the needs and assets assessment toward the overall target numbers)
- In partnership with principal/school based team/coordinating council, check backward from the AP plan to ensure you are addressing each focus area and milestones towards achieving your goal. Make this a standing agenda item for coordinating council meetings. If you are doing something that is moving the strategy forward and it is not in your AP, give yourself credit and put it in the plan. Document everything. If it is not documented it did not happen.

baltimore
COMMUNITY SCHOOL
connections