

ACTION PLANNING DOCUMENTS

MSAN Mission: To understand and change school practices and structures that keep racial opportunity/achievement gaps in place while improving the achievement of all students.

School District:

Team Members:

Advisor(s):

Name of Project:

Goal:

What do you want to accomplish or achieve?

Rationale for your Project:

Why is your project needed?

What issue or problem are you addressing?

How does this relate to your root cause analysis?

Summary of Project:

Does your project align with the MSAN mission?

What steps will you take to achieve your goal?

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When?</i> <i>(Day/Month)</i>	Resources <i>Utilized or acquired?</i>	Communications Plan <i>Who is involved?</i> <i>What methods?</i> <i>How often?</i>	Data Sources <i>Measurable means of evaluating the success of each action step?</i>

Building Support for Your Project

Name of Project:	
Expressing your Purpose: <i>This is similar to the rationale for your project.</i>	
Individuals or Groups to Address: <i>Who will support your effort? Who would you like to hear your message?</i>	
Making Contact: <i>How will you reach out to your potential supporters? Who is responsible for doing this?</i>	
Talking Points: <i>What key take-aways do you want your audience to understand?</i>	
Outline your Presentation: <i>What will the format of the presentation be?</i>	