​Implementation Plan Overview: Principal One Pager

1. **Step 1: Week 6 Arc of the Year Toolkit**

Read this first, found on the [Arc of the Year Site](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/SitePages/Home.aspx). This is the broad guidance for the arc of the year and includes specific guidance and data practice pertaining to Weeks 1-6. The appendix includes planning resources.

1. **Step 2: Review Key Decisions Document**

Embedded in the toolkit and pulled out [here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year_Key%20Decisions.docx) for easy reference, this table tees up key decisions to be made by the Leadership Team in order to operationalize the Week 6 work with fidelity and make it your own.

1. **Step 3: Review Deliverables**

To further align each Leadership Team and Regional Superintendent, these simple deliverables capture key decisions and strategy components. Deliverables are essential foundations of Week 6 execution, and you should submit to your Regional Superintendent on the dates below. They are housed on Many Minds and linked from the Key Decisions document within the Toolkit.

|  |  |
| --- | --- |
| **Deliverable** | **Due to Regional Supt.** |
| [Roles & Responsibilities](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Roles%20and%20Responsibilities.docx) | 6/1 |
| [Vision of Excellence for On Task Behavior, Scholar Habits, and Classroom Climate](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Vision%20of%20Excellence%20for%20On-Task%20Behavior,%20Scholar%20Habits,%20and%20Classroom%20Climate.docx) | 6/19 |
| [Prioritized List of Power Routines](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Common%20Picture%20Scorecard_List%20of%20Prioritized%20Power%20Routines.docx) & [Common Picture](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/CorePractices/SitePages/Core%20Practices%20Documents%202015-16.aspx#CommonPicturs) | 6/23 |
| [Summer PD Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/CorePractices/SitePages/Core%20Practices%20Documents%202015-16.aspx#SummerPDPlan) | 6/30 First Draft, 7/30 Final Draft |
| [Weekly Data & Action Planning Cycle](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Weekly%20Data%20and%20Action%20Planning%20Cycle.docx) | 7/20 |
| [Common Picture Scorecard](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Common%20Picture%20Scorecard_List%20of%20Prioritized%20Power%20Routines.docx) | 7/20 |
| [Regional Superintendent Support Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Regional%20Superintendent%20Support%20Plan.docx) | 8/3 |
| Coaching Portfolios, Strategy, Structure, & Time Allocation  *(forthcoming at All Leader Training)* | 8/3 |
| [Project Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Project%20Plan.xlsx) | Ongoing (determine how to check in on this) |
| Teacher Proficiency & Intervention Tracker  *(Google doc or other mechanism)* | Weekly |

1. **Step 4: Define Roles & Responsibilities and begin to plan, using and customizing the Project Plan**

To ensure clear roles and responsibilities as well as clear work streams, this pre-populated plan outlines action steps, deadlines and owners of bodies of work. Key decisions and deliverables are represented within. The Principal and Ops Point Person should work to revise the project plan to reflect school-specific correct owners and dates, as well as to customize any suggested actions as necessary.