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The Action Plan is prepared by the Faculty Board in response to the report from

- Intended outcomes and success criteria➤,
- A detail of what is to be addressed (the contents and priorities)➤,
- How the objectives and intended outcomes will be met➤,
- Defining tasks, targets and responsible individuals, resource allocation and costings, and time frames/dates for completion➤,
- Success criteria and evidence➤,
- Monitoring progress➤,
- Producing the public version of the plan in summary form.
- Targets, tasks and success criteria to check progress (monitoring) and to evaluate/check success
- Initial tasks and checks for readiness
- Tasks and routes to the achievement of targets, and means to monitor and check progress➤,
- Targets and intended destinations, and success criteria to check when and how well these have been achieved/reached.

A good action plan.

- Addresses all the key issues➤,
- Is concise and clearly written➤,
- Identifies priorities, specific targets and outcomes➤,
- Is clearly focused on classroom improvement➤,
- Lists manageable steps towards raising standards of achievement➤,
- Includes reference to monitoring and evaluation of intended outcomes and student achievement➤,
- Provides indicators and criteria to recognize improvement➤,
- Identifies and quantifies resources➤,
- Is drawn up consultatively.

The action plan can be set out following these headings, for each item.

- (a) Recommendation
- (b) Response
- (c) Objectives of the action
- (d) Action proposed
- (e) Responsibility
- (f) Time frame
- (g) Progress indicators
- (h) Expected outcome
- (i) Success criteria and indicators

An action plan works when.

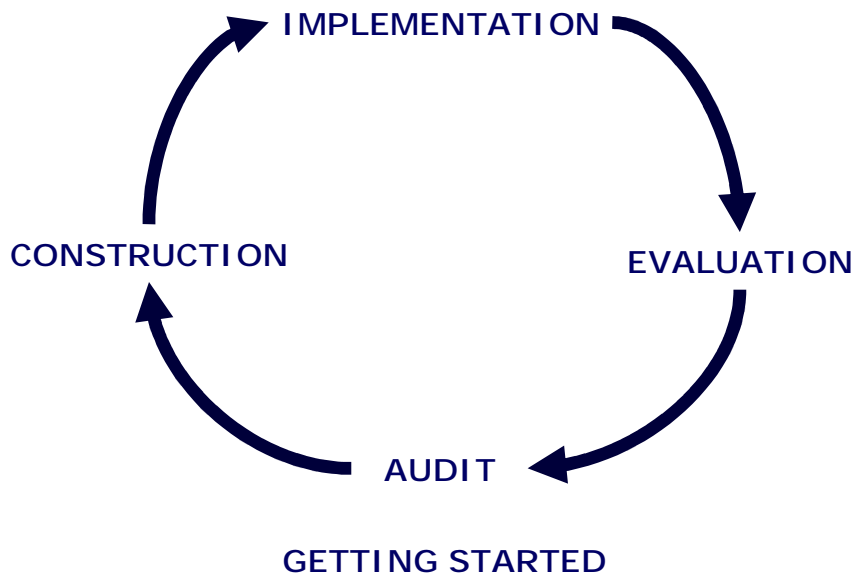
- Leaders have a clear oversight of its implementation➤,

- Everyone knows what they are expected to do➤,
- Strategies are implemented to address under-achievement, raise expectations, and improve the ethos and standards of education➤,
- Resources are available➤,
- Mechanisms are used for monitoring the implementation and progress of plan➤,
- Mechanisms are in place for evaluating the effectiveness of the action.

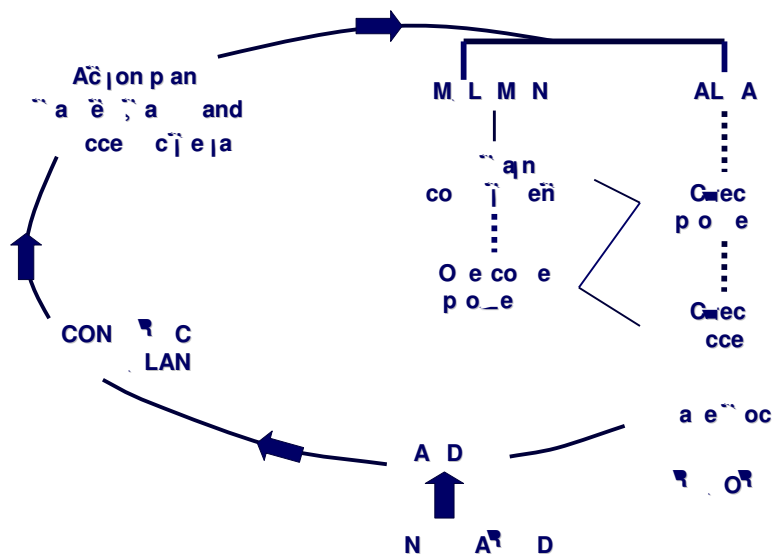
Steps in action planning include.

1. Select the issue and decide whom to involve➤,
2. Review evidence of existing performance➤,
3. Make a self-assessment of strengths and weaknesses➤,
4. Describe the ideal future state of affairs➤,
5. State the objectives concisely and recognizably➤,
6. Select key features of the ideal future state'o' . 1410. . 141 (e). 0. 32()0. . 141 (e)1

FOUR PROCESSES IN DEVELOPMENT PLANNING



The process of development planning can be set out thus.



The development planning process (Hargreaves and Hopkins, 1981)

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