

A WORLD AN ACTION PLAN INCLUDED IN OUR ADI A

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

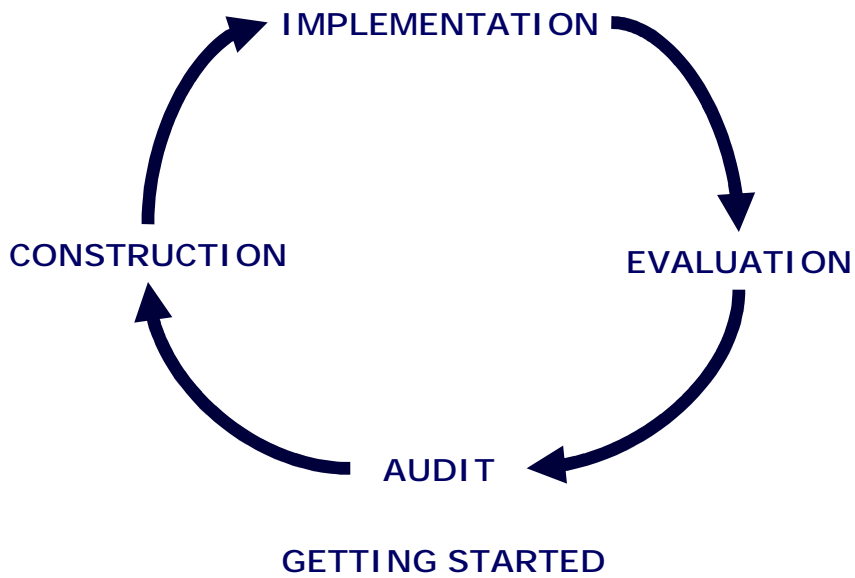
. Describe the ideal future state of affairs

. State the objectives concisely and recognizably

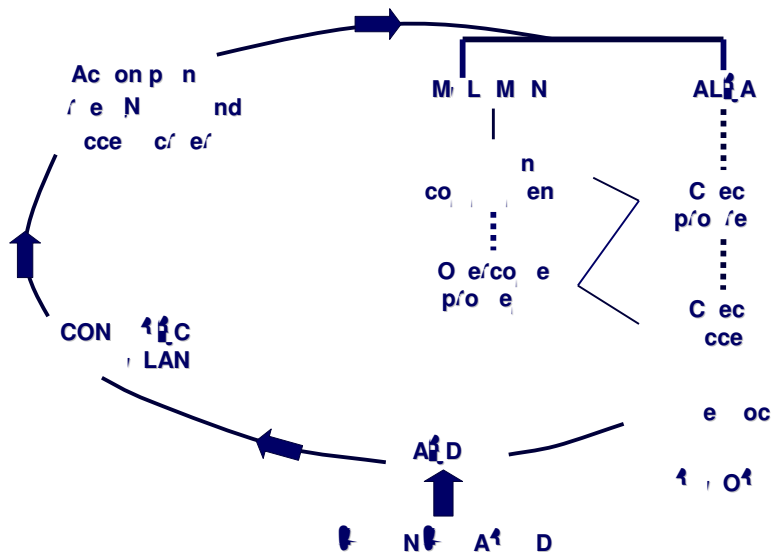
. Select key features of the ideal future state

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The process of development planning can be set out thus



The development planning process (Hargreaves and Hopkins, 1981)

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(Hargreaves and Hopkins, 1 1)