

 **Example of ACE Program Design, Planning and Logistical Timeline**

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| ***Task Name*** | ***Timing*** | ***Suggested Key Stakeholder(s)*** |
| Project Planning* Identify Stakeholders
* Identify Project Teams and Committees
* Facilitate teacher/community input groups
 | Fall |  |
| School Program Requirements* Identify Program Requirements
* Identify School Expectations
* Submit turnaround plan to district
 | Fall |  |
| School Selection* Collect School Section Data
* Select final schools
 | Fall |  |
| Staffing Develop campus administrator selection process* Collect administrator effectiveness data
* Interview current principal
* Principal recruitment: position posting
* Identify selection team and criteria
* Develop Communication plan, announcements
* Placement of released principals (if required)

 Develop teacher hiring process* Collect teacher effectiveness data
* Create teacher re-application process for teachers at current sites
* Observe, interview, review data of all teachers at current sites
* Notify existing teachers of selection decisions
* Project staffing allocations
* Teacher recruitment: post positions, recruitment receptions, job fairs
* Placement of released teachers
 | WinterWinter- Spring |  |
| Cost/Budget Management Plan Create a comprehensive budget plan* Request budget services planning estimate
* Identify facility upgrade cost (internal/external)
* Identify school uniform costs
* Identify transportation costs
* Identify professional development costs
* Identify communication costs
* Organize student meals (dinner) costs
 | Fall |  |
| Communication Plan Develop an overall communication plan and strategy* Create website/webpage
* Create report template for bi-weekly updates
* Create communication plan for campus staffing changes
* Create communication plan for board of trustees
* Create communication plan for parents/community members
* Create communication plan for internal staff and district employees
* Create recruitment materials
* Media/storyline plan for positive coverage
 | Fall |  |
| Training and Professional Development Develop an overall professional development plan* Create administrator training/professional development
* Create teacher training/professional development
* Create counselor/SEL training/professional development
 | Spring |  |
| Transportation Develop an overall transportation plan* Create transportation plan for late buses
 | Spring |  |
| Technology* Assess needs for classroom technology
* Assess needs for student devices
 | Spring |  |
| Progress Monitoring* Collect teacher input on retention, identify teachers to sit on planning committees
* Develop plan to monitor teacher/administrator retention

 Student Data Monitoring* Develop a plan to monitor student achievement data, SEL, discipline, attendance, and staff climate/culture
* Submit six weeks, midyear, and end of year reports on data points
 | Ongoing |  |
| Project Close* Finalize end of year program evaluation
* Create/update long term sustainability plan
 | End of first year |  |