

**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 | Winter  Winter- 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 |  |