

# Strategic Initiative Planning Checklist for District Leaders

## 32 Questions to Help Planning Teams Strengthen Plans for Change

*Have we defined and documented...*

### Shared vision and goals

- **Our objective** for this initiative?
- **Why** we are trying to achieve this objective?
- **How** will we measure success (key results)?
- **How** will we achieve those results (strategy components)?

### Role and ownership clarity

- Who is ultimately **accountable** for the school/district achieving this objective?
- Who is **responsible** for implementing each component of the strategy?
- Who should be **consulted** during the development of plans for each component?
- Who should be kept **informed** of plans and progress?

### Hardwired accountability

- The **root cause problems** must be addressed to achieve our objective?
- How the components of our **strategy** address those root cause issues?
- When will we **implement** each component of the strategy?
- How and when will we **communicate** plans and progress?

### Expectations for standardized practices

- The **non-negotiable expectations** for principals/teachers/staff?
- How will we secure **buy-in** for non-negotiable practices?
- Where principals/teachers/staff have **autonomy**/flexibility?
- How will we **track** the differences in implementation across schools?

### Data-informed decisions

- Which **data** we need to inform and monitor our strategy?
- How will we **gather** that data?
- Who needs **access** to that data?
- How data will be **used** to inform decisions?

### Investment in leadership development

- What **training** do administrators need to lead the implementation of our strategy?
- What **resources** do administrators need to lead the implementation of our strategy?
- What will **prevent** administrators from leading the implementation of our strategy?
- How will we **mitigate** those barriers?

### Focus on teacher engagement

- What **training** do teachers/staff need to implement our strategy?
- How will we secure **buy-in** from teachers/staff for our strategy?
- What will **prevent** teachers/staff from implementing our strategy?
- How will we **mitigate** those barriers?

### Forum for sharing and scaling effective innovations

- Where do we want/need participants to **think innovatively** during this initiative?
- How will we **communicate the need** for innovation?
- How will we **capture successful practices** that meet those needs?
- How will we **scale awareness** of those successful practices across the district?

Check when complete