

## Phase I. Select Materials

### I.1 Plan Your Process

- I.1.A Identify the Selection Team and Leader
- I.1.B Determine How the Final Decision Will be Made
- I.1.C Map the Schedule of Events
- I.1.D Establish a Vision of Excellent Instruction
- I.1.E Organize Next Steps and Communicate a Plan

### I.2 Establish the Vision

- I.2.A Train the Selection Team and Review Committee
- I.2.B Articulate the Vision of Instruction and Core Beliefs

### I.3 Develop the Rubric and Prepare for Reviews

- I.3.A Solicit Stakeholder Input
- I.3.B Develop the Rubric
- I.3.C Identify the Options You Will Review
- I.3.D Train the Review Committee on the Rubric and Process

### I.4 Review, Pilot, and Decide

- I.4.A Conduct the Reviews and Gather Feedback
- I.4.B Pilot the Materials
- I.4.C Make the Final Selection Decision
- I.4.D Communicate Decision and Rationale

### I.5 Procure and Distribute Materials

- I.5.A Understand Your Procurement Options
- I.5.B Place and Track Your Orders
- I.5.C Communicate a Realistic Timeline
- I.5.D Distribute the materials

## Phase II. Prepare to Launch

### II.1 Set Goals, Roles, and Monitoring Plan

- II.1.A Identify the Implementation Support Team and Leader
- II.1.B Map out the Implementation Planning Process
- II.1.C Draft the Goals for Successful Implementation

### II.2 Determine the Plan for Assessment and Grading

- II.2.A Study the Assessments in the Curriculum
- II.2.B Inventory All Currently Used Assessments for Purpose, Frequency, and Quality
- II.2.C Determine the Plan for Common Assessment and What You Will Do with the Data
- II.2.D Establish Grading Guidance for the New Materials
- II.2.E Organize Next Steps and Communicate the Plan

### II.3 Determine Expectations for Use and the Plan for Collaborative Planning

- II.3.A Study the Design of the Materials
- II.3.B Ensure Every School has Appropriate Time in the Schedule
- II.3.C Determine the Yearlong Pacing Schedule
- II.3.D Establish Guidance for Common Use and Customization
- II.3.E Determine How You will Support Collaborative and Individual Planning
- II.3.F Organize Next Steps and Communicate the Plan

### II.4 Determine the Plan for Coaching

- II.4.A Understand Your Current Coaching Practices
- II.4.B Establish Your Observation and Coaching Tool
- II.4.C Determine How You Will Support Those Responsible for Coaching
- II.4.D Organize Next Steps and Communicate the Plan

### II.5 Determine the Plan for Training Teachers and Leaders

- II.5.A Understand Available Training Time and Current Plans
- II.5.B Study the Training and PD Resources that Come with Your Materials
- II.5.C Determine Training Needs for Each Group
- II.5.D Determine the Plan and Prepare the Facilitators
- II.5.E Organize Next Steps and Communicate the Plan

## Phase III. Teach and Learn

### III.1 Work the Plan and Gather Data

- III.1.A Train, Plan, and Coach Teachers
- III.1.B See the Work in Action and Listen to Questions and Concerns
- III.1.C Check in to Track the Trends and Solve Quick Problems

### III.2 Step Back and Adjust the Plan

- III.2.A Prepare Data for the Stepback
- III.2.B Step Back to Reflect on Progress and Challenges
- III.2.C Adjust the Plan and Communicate the Changes

### III.3 Annually Reset

- III.3.A Prepare Data for the Annual Stepback
- III.3.B Step Back as a Team to Reflect on Progress and Challenges
- III.3.C Adjust the Goals and Plan for Coming Year