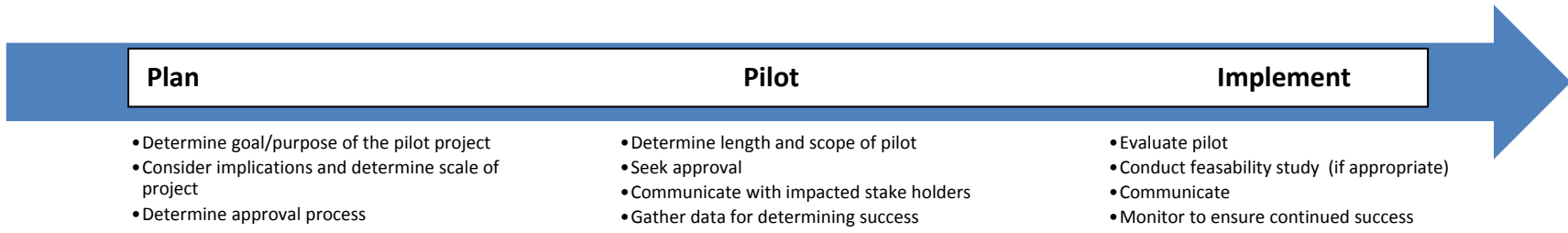


# Innovation Pilot/Project Planning Guide



<b>Scale Considerations:</b> <ul style="list-style-type: none"> <li>• <b>Number of staff involved</b></li> <li>• <b>Long-range implications of impact to program design, instructional delivery, and/or curriculum materials</b></li> </ul>			
SCALE	PLAN	PILOT	IMPLEMENT
<b>Small Scale:</b> <ul style="list-style-type: none"> <li>• Individual</li> <li>• No long-range implications</li> <li>• Little or no impact on current or future program, instruction, or curriculum</li> </ul>	<ol style="list-style-type: none"> <li>1. Idea created at the local level, initiated by students, teachers, parents, and/or community group.</li> <li>2. Initial plan presented to the school principal.</li> <li>3. Principal reviews plan with the district administrator responsible for curriculum and instruction to determine scale. The proposal needs to include:                             <ul style="list-style-type: none"> <li>• Cost of pilot/innovation, with a plan for funding sources.</li> <li>• Quantitative experimental design with the criteria for success.</li> <li>• Timeline for pilot.</li> <li>• How pilot/innovation will promote student learning and the district vision, mission, goals, and core curriculum.</li> <li>• Evidence of program efficacy elsewhere (model program) or in literature.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Determine length of pilot</li> <li>• Communication of intent to pilot communicated to impacted staff/students/parents</li> <li>• Gather on-going data as described in evaluation plan</li> <li>• Report findings at conclusion of pilot as outlined in experimental design to determine needed adaptations, improvements prior to final recommendations for implementation.</li> <li>• On-going communication as needed with impacted staff/parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Building decision-making process and approval of C&amp;I Office</li> <li>• Create final plan for implementation based on lessons learned from pilot.</li> </ul>

<p><b>Medium Scale:</b></p> <ul style="list-style-type: none"> <li>• <i>More than one staff member</i></li> <li>• <i>Potential long-range implications for other staff</i></li> <li>• <i>Moderate impact on current or future program, instruction, and/or curriculum</i></li> </ul>	<p><b>All actions above and:</b></p> <ul style="list-style-type: none"> <li>• Plan reviewed with district administrative team for approval</li> <li>• Obtain C&amp;I Office Approval</li> <li>• School Board provided information on the intent to pilot.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine length of pilot</li> <li>• Communication of intent to pilot communicated to impacted staff/students/parents.</li> <li>• Gather on-going data as described in evaluation plan.</li> <li>• Report findings at conclusion of pilot as outlined in experimental design to determine needed adaptations, improvements prior to final recommendations for implementation.</li> <li>• On-going communication as needed with impacted staff/parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Building decision-making process and approval of C&amp;I Office</li> <li>• Plan reviewed with all district leadership team for input.</li> <li>• Create final plan for implementation based on lessons learned from pilot.</li> </ul>
<p><b>Large Scale:</b></p> <ul style="list-style-type: none"> <li>• <i>Grade level, course offered by multiple staff</i></li> <li>• <i>Long-range implications for other grade levels, courses</i></li> <li>• <i>Impact on current and future program, instruction, and/or curriculum</i></li> </ul>	<p><b>All actions above and:</b></p> <ul style="list-style-type: none"> <li>• Statement of need/purpose/rationale;</li> <li>• Objectives/goals of the Pilot/Program;</li> <li>• A defined process for determining interest in the pilot. Any staffing/funding implications;</li> <li>• General timeline for implementation; and</li> <li>• Evidence of successful programs elsewhere OR research supporting the proposal if no such program is available elsewhere as a model.</li> <li>• <b>Pilot Plan presented to Board of Directors for approval.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Determine length of pilot.</li> <li>• Ongoing communication will be provided to the Board of Directors on the proposal and analysis. Communication will include updates to the community via listserv and placement on the district website.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare Feasibility Study for Board of Directors that includes: <ul style="list-style-type: none"> <li>○ Cost analysis (enrollment, direct and indirect staffing implications, training/curriculum needs)</li> </ul> </li> <li>• Provide evidence of sufficient initial interest and commitment to the proposed innovation by enough students and parents.</li> <li>• Monitor to ensure continued success.</li> </ul>