Team Action Planning Template

For novice learning teams, the decision to collectively analyze student learning data does not come naturally. To ensure that your team incorporates the analysis of student learning data into its work, include explicit references to data in any team action planning documents. By doing so, you will constantly reinforce the message that data are important. Use the sample action planning template below as a guide.

Your Team: _____

1. What is your area of focus? Please identify both general content area and specific curricular objectives, and any appropriate student subgroups.

2. Why did you pick this area of focus? What data did you use in making your decision?

3. What is your SMART goal for this area of focus?

4. How will you regularly assess progress toward this goal? How will you respond to the results of these assessments? In your answer, please include the following elements:
   - Use of common assessments
   - Plans for analyzing data from common assessments
   - Plans for making team-based instructional adjustments based on assessment data
   - Clear timelines

5. What additional skills might your team need to accomplish the goal? What professional learning opportunities or resources would help your team acquire these skills?

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