

Action Plan

Purpose: To create a “script” for your action planning effort and for support of the implementation phase.

- Directions:**
1. Use this form as a template to develop a work plan for each identified strategic objective.
 2. Keep copies handy to bring to meetings to review and update regularly.

Goal: The stakeholders of Madison Public Schools will continue to research and plan for a facility to expand early childhood classrooms (childcare and preschool programs) by 2023-2024.

Strategic Objective:

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When?</i> <i>(Day/Month)</i>	Resources <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political & other)</i>	Estimated Cost <i>A. What is the cost to use available resources?</i> <i>B. What is the cost for needed resources?</i>	Communications Plan <i>Who needs to know?</i> <i>How will you inform them?</i> <i>How often?</i>
Step 1: Board of Ed discussion in June	Superintendent, Board of Ed, Elem Principal	June 14	A. Handouts B. .	A. B.	-Board of Education -via Board agenda -ongoing
Step 2: Contact Architect	Superintendent	Following meeting on June 14	A. N/A B.	A. TBA (Hourly Rate) B.	-Board of Education -email
Step 3: Buildings & Grounds meet with Architect	Building & Grounds, Superintendent, Architect	By August Board Meeting	A. N/A B.	A. Architect Rate B.	-Board of Education
Step 4: Report to Board of Education	Architect and/or Superintendent	August Board Meeting	A. N/A B.	A. B.	
Step 5: Explore Project Costs & Financing Options	Superintendent & Board of Education	September/ October	A. Contact DA Davidson B. Contact Architect	A. 2.5 million maximum B.	-Board of Education -Superintendent/Principal Report to Staff

Evidence Of Success (*How will you know that you are making progress? What are your benchmarks?)*

Evaluation Process (*How will you determine that your goal has been reached? What are your measures?)*

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Goal: The stakeholders of Madison Public Schools will continue to research and plan for a facility to provide needed classroom space for 4th and 5th grades along with an activity area by 2023-2024.

Strategic Objective:

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When?</i> <i>(Day/Month)</i>	Resources <i>C. Resources Available</i> <i>D. Resources Needed (financial, human, political & other)</i>	Estimated Cost <i>C. What is the cost to use available resources?</i> <i>D. What is the cost for needed resources?</i>	Communications Plan <i>Who needs to know?</i> <i>How will you inform them?</i> <i>How often?</i>
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Goal: The stakeholders of Madison Public Schools will continue to research and plan for a facility to combine 5th through 8th grade students into a middle school concept by 2023-2024.

Strategic Objective:

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When?</i> <i>(Day/Month)</i>	Resources <i>E. Resources Available</i> <i>F. Resources Needed (financial, human, political & other)</i>	Estimated Cost <i>E. What is the cost to use available resources?</i> <i>F. What is the cost for needed resources?</i>	Communications Plan <i>Who needs to know?</i> <i>How will you inform them?</i> <i>How often?</i>
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