**Selection Plan**

*This template is a place to record projects and tasks that your team will take on during selection. Modify this to a format that works for your team. At the bottom of the template, there is a list of sample projects and tasks to help you get started.*

**Decision-Making (set in Key Action I.1.B, Plan Your Process):**

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| **Key Decision** | **Who is responsible for making it?** | **Who will consult?** |
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**Key Stakeholders and Communications (set in Key Action I.1.E, Plan Your Process,):**

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| **Stakeholder Group** | **Communication Channels** | **Communications Needed** |
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**Schedule of Events (set in Key Action I.1.C, Map the Schedule of Events):**

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| --- | --- |
| **Key Event (include ideal selection date)** | **Date** |
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**Vision (set in Key Action I.2.B, Establish the Vision):**

**Core Beliefs (set in Key Action I.2.B, Establish the Vision)**:

**Work Plan:** Below are descriptions of some of the terms across the top row.

* Project: describes the bucket of work; many organize projects by key action (i.e. coaching)
* Task: describes an action step in the project (i.e. determine who will lead upfront materials training)

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| --- | --- | --- | --- |
| **Project** | **Task** | **Owner** | **Deadline** |
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**Sample projects and tasks:**

Project: Form the Review Committee

* Create role and responsibility doc for Review Committee
* Determine what roles need to be represented on the Review Committee
* Finalize criteria for Review Committee members
* Email committee to determine meeting availability
* Communicate who is serving on the committee to the system and share their role

Project: Leading the Review

* Train all Review Committee members on the rubric and selection process
* Review materials
* Determine plan for pilot
* Make final selection decision