

Task Breakdown & Communication



This document provides three tools to enhance the work of implementation teams as they prepare to enact upon their action plans.

Task Breakdown: This template provides a space for teams to review upcoming action steps and break them down into more discrete tasks to be completed.

Challenges to Consider: This table guides a team to predict challenges they may encounter as they implement their action steps and proactively plan for ways to address these challenges.

Communication Plan: This template is intended to guide teams to be intentional and explicit in their communication to stakeholders. By completing this template throughout the implementation process, the team will determine appropriate information to share with each stakeholder group, how to share that information and when. Communication will not be left to chance.

Task Breakdown

Action Step	Tasks Needed to Accomplish Action Step

Challenges to Consider

What challenges does the team expect to encounter?	Ideas for addressing the challenges:
<i>If...</i>	<i>Then...</i>

Communication Plan

Who needs to be aware of these actions?	Who will prepare communication?	Who will approve communication?	Who will communicate?	Method and Timeline for Communication

Example:

Task Breakdown

Action Step	Tasks Needed to Accomplish Action Step
Create Attendance Committee that consists of a sample of teachers, parents/guardians, and students	<ol style="list-style-type: none"> 1. Create document that states what committee members will be responsible for 2. Create communication to staff to ask for volunteers 3. Ask teachers for recommendation of 2-3 students to ask to join the committee 4. Ask teachers for recommendation of 2 parents/caregivers to ask to join the committee
Select streamlined communication system	<ol style="list-style-type: none"> 1. Decide what it is we are going to want a communication system to do 2. Email colleagues from other schools to ask for recommendations 3. Search for communication systems that meet our criteria 4. Create spreadsheet to for tracking systems and their capabilities 5. Schedule demonstration with 3 companies 6. Review each system in regard to our needs and their capabilities 7. Select best option

Challenges to Consider

What challenges does the team expect to encounter?	Ideas for addressing the challenges:
<i>If...</i>	<i>Then...</i>
Teachers may not know their students well enough to recommend someone.	We could ask teachers who had students the previous year.
Teachers may not know their students' parents/guardians well enough to recommend someone.	We could survey students to see who is interested.
Students may not want to join this committee.	<p>We could offer incentives.</p> <p>We could hold meetings over lunch and offer to buy something they like.</p>

Communication Plan

Who needs to be aware of these actions?	Who will prepare communication?	Who will approve communication?	Who will communicate?	Method and Timeline for Communication
Teachers	Sandra	School Principal	Sandra	Sandra will present the information at the next faculty meeting.
Students	Lindsay	School Principal	Classroom Teachers	Lindsay will prepare the communication and give it to teachers to talk to students during class.
Parents	Brian	School Principal	School Principal	Text message will be sent through our messaging system.