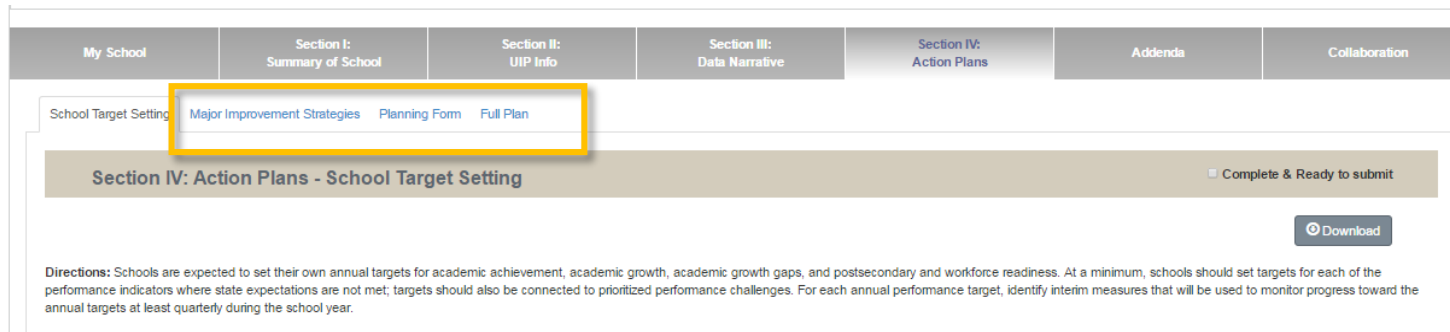


# UIP Online System- Changes to the Action Plan – 2016-17

The online UIP has shifted the structure of Section IV to support more effective planning for implementation and progress monitoring. The changes include expanding in the number of tabs, extracting Implementation Benchmarks from Action Steps to their own section, and new resources to improve usability, including a Gantt chart visualization of the plan and an export to Excel function to support project management.



The screenshot shows the top navigation bar with tabs: My School, Section I: Summary of School, Section II: UIP Info, Section III: Data Narrative, Section IV: Action Plans, Addenda, and Collaboration. Below this, a sub-navigation bar for 'School Target Setting' includes 'Major Improvement Strategies', 'Planning Form', and 'Full Plan'. The 'Major Improvement Strategies' tab is highlighted with a yellow box. Below the navigation bar, the main content area is titled 'Section IV: Action Plans - School Target Setting' and includes a 'Complete & Ready to submit' checkbox and a 'Download' button. A 'Directions' section at the bottom explains the requirements for setting annual targets.

## Part 1: Major Improvement Strategies

The Major Improvement Strategies tab has a field for the name of the strategy. It now includes a prompt for “What does success look like,” where a vision for the impact of the two year strategy can be described. This description could predict how the strategy will resolve the identified root cause, and ultimately, the identified priority performance challenge.



The screenshot shows the 'Add Major Improvement Strategy' form. It has a button labeled '+ Add Major Improvement Strategy'. Below the button, there is a 'Name' field and a 'Describe what success will look like:' field, both with text input areas.

Name *Reading Scope & Sequence*

Describe what success will look like *We will identify and implement a scope and sequence that clearly articulates foundational reading skills. Teacher PD will be supported with professional development and coaching and will result in observable practice that demonstrates fidelity to the model and plan.*



Other updates to this page include the movement of the Action Steps to a different tab, and the inclusion of the Root Cause(s) from Section III.

My District	Section I: Summary of District	Section II: UIP Info	Section III: Data Narrative	Section IV: Action Plans	Addenda	Collaboration
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[School Target Setting](#) [Major Improvement Strategies](#) [Planning Form](#) [Full Plan](#)

### Section IV: Action Plans - Major Improvement Strategies

☐ Complete & Ready to submit [Download](#)

**Directions:** Identify the major improvement strategy(s) for 2014-2015 and 2015-2016 that will address the data narrative. For each major improvement strategy, identify the root cause(s) that the action steps will help to dissolve. Then, indicate which opportunity it will address.

**Root Cause(s):**

Lack of communication between staff

**Major Improvement Strategy: Develop Professional Learning Communities (PLC)** [Edit Improvement Strategy](#) [Delete Improvement Strategy](#)

**Describe what success will look like:**

All educators will have attended at least 4 PLC meetings during the school year in their subject or grade level, and will report increased learning, resource availability, and support from their peers.

**Root Cause**

[Add Root Cause](#)

**Lack of communication between staff:** Staff do not share information, curriculum, or plan strategies to ensure all students are learning the same curriculum and ensure vertical integration between grade levels.

[Delete](#)

**Accountability:** Title IIA - Title III

**New! Review Root Causes before associating with the MIS**

**New! Describe what success will look like**



## Part 2: Planning Form

Once the Major Improvement Strategies have been written, you can move to the 'Planning Form,' which has a different sub-page for every Major Improvement Strategy.

The screenshot shows the 'Section IV: Action Plans' tab selected in the top navigation bar. Below the navigation bar, a breadcrumb trail includes 'School Target Setting', 'Major Improvement Strategies', and 'Planning Form'. A yellow box highlights the 'Planning Form' link, with an arrow pointing to it from a text box that says 'Select Planning Form, then select the Major Improvement Strategy'. Another yellow box highlights the 'Previous', '1 of 2', and 'Next' navigation buttons, with an arrow pointing to it from the same text box. The main content area is titled 'Section IV: Action Plans - Planning Form' and includes a 'Complete & Ready to submit' checkbox and a 'Download' button. Below this, the 'Major Improvement Strategy Name' is 'Develop Professional Learning Communities (PLC)'. A text box describes success: 'All educators will have attended at least 4 PLC meetings during the school year in their subject or grade level, and will report increased learning, resource availability, and support from their peers.' A table titled 'Action Steps Associated with MIS' lists the following data:

Name	Description	Start/End Date	Resource	Key Personnel	Status	School Year
Determine PLC	Discuss with staff	08/01/2015		Principal and Staff	Complete	This School Year

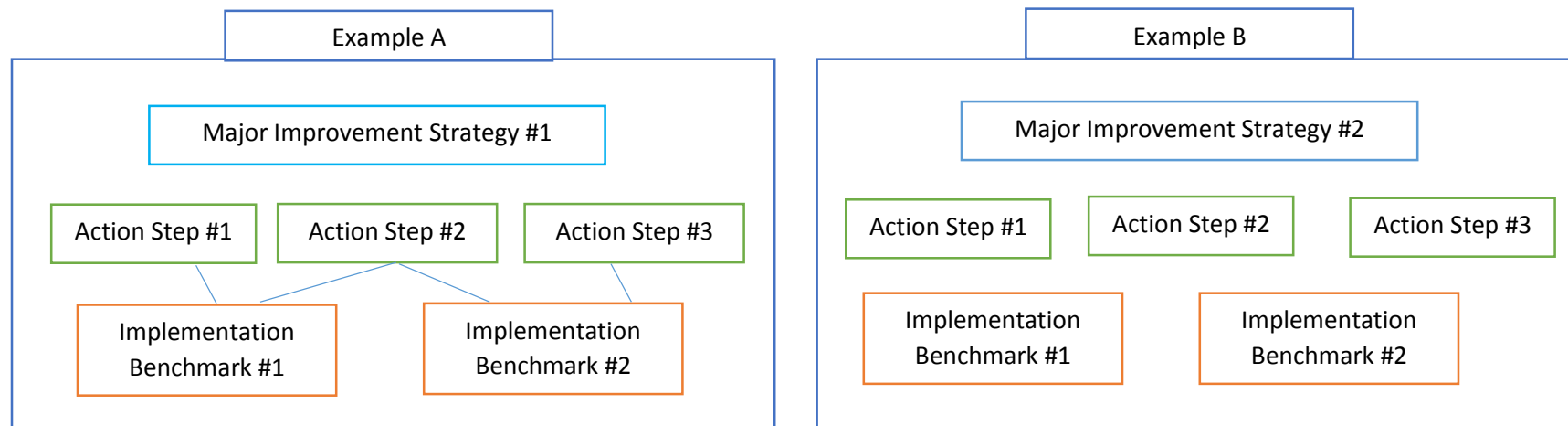
An 'Edit' button is located at the end of the table row.



### Part 3: Action Steps and Implementation Benchmarks

Below the Major Improvement Strategy is where you will write the Action Plan, including Action Steps and Implementation Benchmarks. New for the 2016-17 school year, Implementation Benchmarks have been moved to their own section, allowing for more flexible relationships between actions and implementation. Below are two examples of how relationships may be structured in the action plan.

- A. The successful achievement of multiple Action Steps may be measured by multiple high quality Implementation Benchmarks. This could be seen as one Action Step relating to one Implementation Benchmark (AS#1 to IB#1), one Action Step being measured by multiple Implementation Benchmarks (AS#2 to IB#1 and IB#2), or one Implementation Benchmark measuring multiple Action Steps (IB#2 to AS#2 and AS#3)
- B. The Major Improvement Strategy may be successfully achieved by Action Steps and measured by Implementation Benchmarks, where each Action Step and Implementation Benchmark relate only to the overall Major Improvement Strategy. No associations are necessary.





## Part 4 – Add Action Steps and Implementation Benchmarks

To create Action Steps and Implementation Benchmarks, hit “Add.” To change the order of the list, *grab* an Action Step or Implementation Benchmark, *drag* it to a new position, *drop* it, and then hit “Save Order.”

**Action Steps Associated with MIS**

Name	Description	Start/End Date	Resource	Key Personnel	Status	School Year	
Determine PLC leads	Discuss with staff who will be the 'point person' for each PLC	08/01/2015 08/31/2015		Principal and Staff	Complete	This School Year	Edit Delete
Designate PLC committees	Decide which subjects and grade spans the PLCs should cover	08/12/2015 08/31/2015		Principal and AP	Complete	This School Year	Edit Delete
Schedule PLC meetings	Find location, dates, and availability	09/01/2015 09/15/2016	building space	Asst. Principal	Complete	This School Year	Edit Delete
PLC Meetings	4 PLC meetings per staff member per year	10/28/2015	building space, budget	All Educators	In Progress	This School Year	Edit Delete

Save Order

Drag and drop to re-order, and hit 'Save Order' to save!

Click here to add a new Action Step or Implementation Benchmark

Add Action Step

**Implementation Benchmark Associated with MIS**

Action Step Name (Association)	IB Name	Description	Start/End/Repeats	Key Personnel	Status	School Year	
PLC Meetings,	Ensure PLC Meetings are taking place	90% of PLC meetings will take place at their scheduled time.	09/01/2015 07/31/2016 Monthly	Asst. Principal	Partially Met	This School Year	Edit Delete

Save Order

Add Benchmark



## Part 5 – Associate Action Steps and Implementation Benchmarks

Once you have written Action Steps and Implementation Benchmarks, they can be associated together in any way that makes sense to you. Use the grey box to select an existing Implementation Benchmark, then 'Update' to create the relationship between the Steps and Benchmarks.

Action Steps Associated with MIS						
Name	Description	Start/End Date	Resource	Key Personnel	Status	School Year
Determine PLC leads	Discuss with staff who will be the 'point person' for each PLC	08/01/2015 08/31/2015		Principal and Staff	Complete	This School Year
Designate PLC committees	Decide which subjects and grade spans the PLCs should cover	08/12/2015 08/31/2015		Principal and AP	Complete	This School Year
Schedule PLC meetings	Find location, dates, and availability	09/01/2015 09/15/2016	building space	Asst. Principal	Complete	This School Year
PLC Meetings	4 PLC meetings	10/28/2015 6/2/2016	building	All Educators	In Progress	This School Year

**2**

-- None --  
Ensure PLC M

Update  
Cancel

+ Save Order

**3!**

Implementation Benchmark Associated with MIS						
Action Step Name (Association)	IB Name	Description	Start/End Date	Key Personnel	Status	School Year
PLC Meetings	Ensure PLC Meetings are taking place	90% of PLC meetings will take place at their scheduled time.	09/01/2015 07/31/2016 Monthly	Asst. Principal	Partially Met	This School Year

**1**

Implementation Benchmarks (1) associate with Action Steps using the Grey Box (2). Associated Action Steps then appear next to the Implementation Benchmark (3!)

Edit Delete

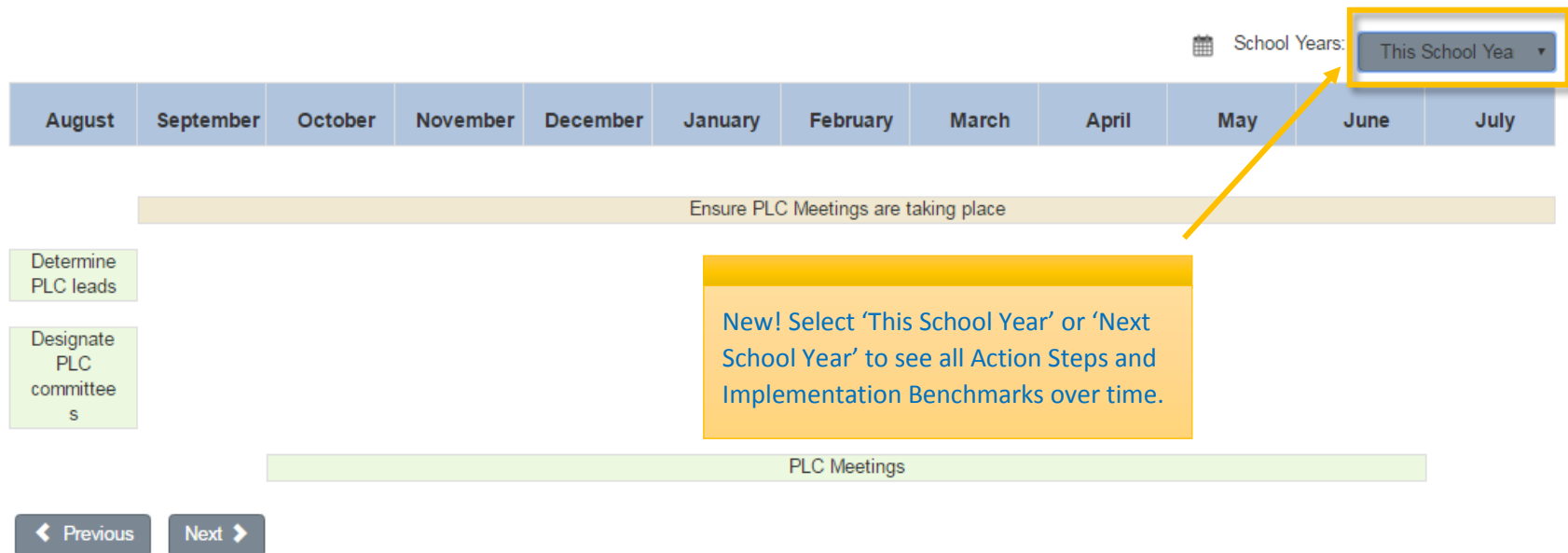
+ Add Benchmark

+ Save Order



## Part 6 -Gantt Chart

At the bottom of every Action Plan, there is a Gantt Chart calendar that shows you every item planned for the school year, including month(s), the span, and the type of action. Implementation Benchmarks are orange, while Action Steps are green. Activities will only appear if they fit between August and July of 'This Year' and 'Next Year.'





## Part 7- Full Plan

This tab displays the Action Steps and Implementation Benchmarks for every Major Improvement Strategy in one sortable list. The full plan can be viewed as a complete plan, or filtered and sorted to zoom in on specific activities, resources, time frames, or personnel responsibilities to support detailed project management. This page can also be downloaded into Excel.

My District

Section I:  
Summary of District

Section II:  
UIP Info

Section III:  
Data Narrative

Section IV:  
Action Plans

Addenda

Collaboration

School Target SettingMajor Improvement StrategiesPlanning FormFull Plan

New!  
Download  
into MS Excel

Download

Show 10 entries

Search all columns:

MIS Title	AS/IB	AS/IB Name	AS/IB Description	Start	End	Key Personnel	Resource	Status	AS/IB Association
Develop Prof...	Action Step	Determine PL...	Discuss with ...	8/1/2015	8/31/2015	Principal and...		Complete	
Develop Prof...	Action Step	Designate PL...	Decide which...	8/12/2015	8/31/2015	Principal and...		Complete	
Develop Prof...	Action Step	Schedule PL...	Find location...	9/1/2015	9/15/2016	Asst. Principal	building space	Complete	
Develop Prof...	Action Step	PLC Meetings	4 PLC meetin...	10/28/2015	6/2/2016	All Educators	building spac...	In Progress	Ensure PLC ...
Develop Prof...	IB	Ensure PLC ...	90%			Asst. Principal	N/A	Partially Met	PLC Meetings,

Showing 1 to 5 of 5 entries

Previous1Next

Previous

Sort and search through the plan