Micro-credential Implementation Plan

Introduction

Taking action on state or district priorities for personalized, competency-based educator professional learning can be challenging. Translating priorities and goals into a professional learning system that supports competency-based student and educator learning, while still recognizing educators as drivers of their own professional journeys, requires careful planning and strategy.

This document will help your state or district address a major component of building out that professional learning system: a well thought-out implementation plan. An implementation plan should describe the logical sequence of events that will result in the change you desire. It should function like a logic model or strategy map, helping you progress from a broad goal to intermediate benchmarks and then to very concrete strategies and action steps to produce desired outcomes. This will include:

- Setting specific and measurable objectives
- Identifying evidence-based strategies to reach objectives
- Establishing action steps with accountability mechanisms, deadlines, and supporting resources
- Aligning professional learning strategies to national standards and frameworks (e.g. Common Core, Future Ready Schools, etc.)

Successful efforts also fully engage leaders and classroom educators from across the state or district at every stage. Their involvement will help to ensure buy-in to chosen strategies.

Best Practices for Using this Plan

- Defining a set of state or district priority areas and broad goals for success are key to developing a successful implementation plan. See the Strategic Goal Setting Quickstart for support.

- Consider forming small, focused "implementation teams" to guide this work. Select members with expertise and interest in particular priority topics. Engaging stakeholders in this format will help maintain commitment and involvement, especially for long-term goals.

- The most detailed level of your Implementation Plan – the Action Plan – often becomes your implementation teams' annual work plan.
  - When put into use, your Action Plan should be a dynamic tool – target dates may need to be adapted or actual results may be different than anticipated.

- This plan should also serve as the place to document progress.

- While this plan is primarily designed for a state- or district-wide system for competency-based professional learning through micro-credentials, its components can also be used on a smaller, more specific scale. For example, schools within the district can extract the appropriate sections of this Implementation Plan to implement school-wide PD focused on reading comprehension.

- This document should serve as a foundation for full execution of your micro-credential implementation. As such, be as specific as possible when completing the Action Plan for each section. This is where most states and districts develop their procedures for initiating, monitoring, evaluating, and communicating throughout their professional learning revamp.

Instructions

Below is an Implementation Plan template with sample content to serve as a guide on how it can be used. Adapt this tool as necessary for your particular context.

Below are brief descriptions of each section in this Implementation Plan.

Priority Area:	Identify the topic on which this plan will focus (e.g. personalized, competency-based professional learning).
Goal:	Write a broad statement of what you hope to accomplish related to this priority area.
Performance Measures:	Demonstrate in this section how you will know you are making progress toward that goal. State specifically what you will measure to determine whether changes have occurred. Select indicators of progress for both the short term (1-2 years) and long term (3-5 years). Specify the data source you will use for those indicators (or plan how you'll develop a measurement system if necessary).
Objectives:	Describe the products or other outcomes that should come out of this plan. Objectives should be specific, measurable, achievable, realistic, and time-bound.
Background:	Document the type of strategy you are using. Cite any evidence for the strategy. Cite if the strategy is a policy change.
Activity:	Outline the steps you will take to achieve each objective. The activities are the "how" portion of the Action Plan. It is best to arrange activities chronologically by start dates. Place each activity in a separate row and add as many rows as you need to the template.
Timeline:	State the projected start and end date for each activity.
Resources Required:	Include all resources needed for this action step (e.g. funding, staff time, space needs, supplies, technology, equipment, key partners, etc.).
Lead Person/ Organization:	Identify by name the key person who will initiate the activity, provide direction for the work, and monitor progress.

Anticipated Result:	Describe the tangible and measurable results of the activity (ex: a product or document, an agreement or policy, number of participants)
Contingency Notes:	Document potential setbacks for each action step/activity and possible workarounds to mitigate them if they occur.
Alignment:	Show the alignment between your community's priority area and state and/or national priorities.

Example Implementation Plan

Date Started: Date Implemented:

PRIORITY AREA: Personalized, competency-based professional learning (PL)

GOAL: ABC District will implement policies to support personalized, competency-based PL for educators.

PERFORMANCE MEASURES	
Short Term Indicators	Frequency
By Quarter 4, at least x% of ABC District schools begin MC introductory training	Annual
Long Term Indicators	Frequency
By Quarter 1 2017, at least a third of ABC District educators select MCs as their professional growth plan pathway.	Annual

OBJECTIVE #1: By 12/15/16, create an implementation plan for implementing competency-based PL at ABC District
BACKGROUND ON STRATEGY Source: Evidence Base: Policy Change (Y/N):
ACTION PLAN

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result	Contingency Notes
Attend the micro-credential working group session at the Fall League Meeting in Baltimore.	11/02/16	Staff time Travel	Odelia Younge, Digital Promise	Template for implementation Plan	N/A

Complete first round of implementation plan	12/15/16	Staff time Volunteer time	District technology coordinator District lead for professional learning School principals	Completed implementation plan and formation of key implementation team	Every implementation team might not be fully formed by this date. If this is the case, have team lead identified with a plan for getting additional team members.

OBJECTIVE #2: By DATE, establish a pilot of at least 7, but no more than 12, schools to commit to the implementation of this plan

BACKGROUND ON STRATEGY Source: Evidence Base: Policy Change (Y/N):

ACTION PLAN

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result	Contingency Notes

ALIGNMENT WITH STATE/NATIONAL PRIORITIES			
Obj #	X State Priority	Common Core	Funding Opportunities/ Sources
1	Design systems and incentives to retain educators in districts to 80%		
2			
3			

Micro-credential Implementation Plan Template

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District/State Plan

Date Started: Date Implemented:

PRIORITY AREA:
GOAL:

PERFORMANCE MEASURES
How We Will Know We are Making a Difference

Short Term Indicators	Frequency

Long Term Indicators	Frequency

OBJECTIVE #1:

BACKGROUND ON STRATEGY
Source:
Evidence Base:
Policy Change (Y/N):

ACTION PLAN

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result	Contingency Notes

OBJECTIVE #2:					

BACKGROUND ON STRATEGY
Source:
Evidence Base:
Policy Change (Y/N):

ACTION PLAN

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result	Contingency Notes

OBJECTIVE #3:					

BACKGROUND ON STRATEGY
Source:
Evidence Base:
Policy Change (Y/N):

ACTION PLAN

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result	Contingency Notes

ALIGNMENT WITH STATE/NATIONAL PRIORITIES		
Obj #		
1		
2		
3		