

## ACTION PLANS

# Instructions for Developing Early Childhood Program Improvement Action Plans

Improvement action plans are a vital outcome of the evaluation process. The development of action plans provides the early childhood program an opportunity to transform its vision of excellence into strategic improvement action steps for introducing change and creating a higher level of accountability. Action plans will be created in significant ECP-wide areas that need improvement.

An ECP improvement action plan is a detailed description of a strategic initiative. It includes a clear objective, action steps for implementing the plan, a time line, an estimate of necessary resources (financial, human, educational, etc.), and the person(s) responsible for completing each step. Action plan forms follow.

All ECP improvement action plans will be drafted by the Coordinating Committee and approved by the board. Action plans will be based on identified needs of the early childhood program that have been included in the completed Self-study Report sections. These action plans should incorporate the information from surveys and the findings and recommendations made by study committees and/or ECP personnel.

### PROCEDURES FOR DEVELOPING IMPROVEMENT ACTION PLANS

- A.** The Coordinating Team will do the following:
1. Develop all ECP improvement action plans with a clearly stated and measurable objective that is aligned with one of the nine standards.
  2. Identify and develop a reasonable number of achievable, specific action plans produced by the self-study process.
  3. Use the action plan form that follows (one form for each plan) and complete each draft plan, fully identifying the action steps to be taken, the responsible person(s), a multi-year time line for implementing, and estimated resources required.
  4. Ensure that the director and faculty review all draft action plans before sending them to the board for review and approval.
  5. Submit final drafts of all action plans to the board for approval.
  6. Include all ECP improvement action plans as the final section of the Self-study Report.
- B.** The board will approve all improvement action plans prior to their inclusion in the Self-study Report.



ECP IMPROVEMENT ACTION PLAN # \_\_\_\_\_ Standard:

\_\_\_\_\_

Objective: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION STEP NUMBER	PERSON(S) RESPONSIBLE	ACTION STEPS	DATE / TIMELINE	ESTIMATED RESOURCES

