Action Plan:
TPSD Curriculum Development Project Summer 2011

Training: May 26			
Action Plan	**Who**	**When**	**Evidence of Progress**
1. **Module 1-Overview of Curriculum Writing Project** a. Purpose b. Goals c. Teacher roles d. Models	**Presenters:** Project Leads **Audience:** Curriculum Teams Principals	May 26	Attendance sign-in sheets Feedback from teachers
2. **Module 2-Pacing Guides** a. Blank template b. Sample pacing guide c. Intended Learning Targets d. Alignment e. Chunking	**Presenters:** Project Leads **Audience:** Curriculum Teams Principals	May 26	Attendance sign-in sheets Feedback from teachers Work Samples
1. **Module 3-Curriculum Guides** **a.** Blank template b. Sample curriculum guide c. Elements of curriculum guides	**Presenters:** Project Leads **Audience:** Curriculum Teams Principals	May 26	Attendance sign-in sheets Feedback from teachers
4. **Module 4-Putting It All Together** a. Teams b. Work Flow (to include technology component) c. Calendar d. General housekeeping (to include time keeping and submitting)	**Presenters:** Project Leads **Audience:** Curriculum Teams Principals	May 26	Attendance sign-in sheets Feedback from teachers
5. **On-going PD and Support** • Haiku support • Developing assessment item(s) • Curriculum team consultation	**Presenters:** Project Leads **Audience:** Curriculum Teams	June 1-July 29 (As needed)	

Summer Work			
Action Plan	**Who**	**When**	**Evidence of Progress**

Goal 1 Complete Pacing Guides
  a. Pacing Guide Writing
  b. Final Rough Drafts Submitted
  b. Revisions to Rough Draft
  c. Final Draft of Pacing Guides Available
	Responsible Party: Curriculum Team Leader and Curriculum Team Writers	June 1-July 8	Attendance sign-in sheets
			Feedback from teachers
			Completed Pacing Guides

Goal 2 Develop Curriculum Guides
  a. What steps do we want to follow for creating curriculum guides?- Complete for 1st term? Assessments for all? followed by particular components? each objective to completion?
  e. Final Rough Draft Submitted
  f. Revisions to Rough Draft
  g. Final Product Submitted
	Responsible Party: Curriculum Team Leader and Curriculum Team Writers	June 1-July 8	Attendance sign-in sheets
			Feedback from teachers
			Completed Pacing Guides

Goal 3 Curriculum Document Editing/ Publication
  a. Compile curriculum documents
  b. Proof curriculum documents
  c. Edit and formal curriculum documents
  d. Publish final documents
	Responsible Party: Curriculum Team Editors	July 28	

Distribution and Feedback/Revision of Documents Plan under development in accordance with the TPSD Curriculum Management Plan	**Responsible Party:** Director of Curriculum and Instruction	Fall 2011 and ONGOING	