



**Outdoor
Schools**
WASHINGTON

A PROGRAM OF THE WASHINGTON SCHOOL PRINCIPALS' EDUCATION FOUNDATION

Action Plan Template

See examples of completed Action Plan Template forms in the *Characteristics of High-Quality Outdoor Schools* document.

1. Plan

a. Which component from the rubric will you/your team be addressing?

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b. How is this area of improvement currently demonstrated at your outdoor school?

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c. What is the plan for change? What is the desired outcome?

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2. Implement

a. What steps will you take to make this change? Include estimated dates for a timeline and those responsible for designated tasks.

b. What resources will staff need to implement this change?

c. What data will you collect? How will data be collected?

d. What artifacts will you collect?

e. How and when will your team communicate progress?

3. Assess

a. What does your quantitative data reveal?

b. What does your qualitative data reveal?

c. How did your implementation make a positive impact on your program?

d. What evidence do you have to support that positive impact?

4. Reflect

a. Were there any unexpected outcomes as a result of making improvements?

b. What roadblocks did you face? How did you readjust and move on?

c. What growth/change did you notice in your team?

d. What growth/change did you notice in yourself?

e. At the end of this process, do you see a reason to continue to make improvements in this area? What do you envision happening?