

Action plan example (Math)

What	Who	When	How	Resources	Progress
Hold discussion forum with staff <ul style="list-style-type: none"> Describe the goal Discuss the timeline Answer questions 	Principal	October 5	Present context, break into small groups, identify strengths & challenges, explore solutions, report back	Venue; whiteboard; markers; paper & pens; refreshments	
Form an action team & assign a team leader	Principal	By Feb 6	Talk individually with key teachers	Diary	
Identify & collect ideas and activities	Whole team	By Oct 22	<ul style="list-style-type: none"> Talk to colleagues Visit schools with activity based Programs Internet search Check Math texts 		
Present ideas & activities to team	Individual team members	Oct 22		Venue; whiteboard; markers; paper & pens; refreshments	
Identify resource needs	Whole team	Oct 22			
Develop or buy resource materials	Identified team members	Nov 9	<ul style="list-style-type: none"> Staff expertise Using allocated funds & expertise 	Funding	
Trial activities & adapt to local context	Math teachers	By Dec 7		Acquired equipment & materials	
Develop a Math policy	Team leader	By Dec 21	<ul style="list-style-type: none"> Consultation Draft Consensus 		
Demonstrate and promote the benefits to all Math teachers and parents	Math teachers, led by team leader	By Feb 16	<ul style="list-style-type: none"> Open House Math fair Family activities 	Venue; whiteboard; markers; paper & pens; refreshments	
Formally implement the program	Principal	Mar 2	<ul style="list-style-type: none"> Official launch 	Venue & refreshments	
Review & support implementation	Team leader	Every 3 months	<ul style="list-style-type: none"> Hold Math team meetings Visit classrooms Discuss individually 		