

Sample Plan for One-year Community of Practice

| Month | Possible Activities |
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| April/May/June prior to community of practice school year | <ul style="list-style-type: none"> • Identify research issues or questions to establish purpose of community. • Develop a detailed plan that includes activities, expected outcomes, timelines, reporting procedures and a budget. • Invite participants to the community of practice, collect signed letters of agreement • Designate a facilitator • Identify technology supports needed for community. • Develop or license a dedicated website for participants to access information, webinars and communicate with one another through monthly online meetings and a moderated blog |
| August | <ul style="list-style-type: none"> • Order resources for distribution at orientation |
| September | <ul style="list-style-type: none"> • Confirm participants • Orientation—Schedule face-to-face session for late September, early October • Collect baseline data – Develop survey #1 and administer at orientation session (use data to inform planning for the year) |
| October | <ul style="list-style-type: none"> • Follow-up communication from orientation including schedule of webinars, results from survey and roll-up of data generated at orientation |
| November | <ul style="list-style-type: none"> • Webinar #1– Develop and distribute guide one week prior, post readings, deliver and archive webinar and related PowerPoint |
| December | <ul style="list-style-type: none"> • Webinar #2 – Develop and distribute guide one week prior, post readings, deliver and archive webinar and related PowerPoint |
| January | <ul style="list-style-type: none"> • Follow-up communication from two webinars plus invitation to visit website that highlights recent postings by participants, describes new research uploaded and blog posting on related topic |
| February | <ul style="list-style-type: none"> • Webinar #3– Develop and distribute guide one week prior, post readings, deliver and archive webinar and related PowerPoint |
| March | <ul style="list-style-type: none"> • Webinar #4 – Develop and distribute guide one week prior, post readings, deliver and archive webinar and related PowerPoint |
| April | <ul style="list-style-type: none"> • Follow-up communication from two webinars, blog posting on related topic and additional information and templates for success stories or final products that will be shared at upcoming wrap-up session |
| May | <ul style="list-style-type: none"> • Wrap-up session—Schedule face-to-face day for end of May, early June • Collect success stories for sharing at wrap-up day • Develop and administer final survey |

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| June | <ul style="list-style-type: none">• Report results to sponsor and other partners• Thank you to participating members (cc school principal), and school jurisdictions• Share results– Disseminate what was created and learned through website |
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