Planning for a community of practice

Focus
Goals   Sample indicators of success
Legacy plan *(How will the work of this community be sustained and/or shared with a larger audience?)*
Sponsor/funding sources
Target audience Recruitment strategy (with timelines)
Duration
Facilitator Facilitator responsibilities Recruitment strategy for facilitator
Tentative schedule Orientation Webinars/online meetings (topics and timelines) Wrap-up session

Data collection Baseline survey Final survey Other strategies
Technical support Teleconferencing platform   Technical support for online meetings   Collaborative workspace
Links to related jurisdictional, regional and provincial professional learning initiatives and opportunities
Budget Technical support Teleconferencing software Collaborative workspace Facilitator Resources Hosting for face-to-face sessions Expenses for participants Resources and materials Other