

Student Name: _____

Date: _____

Assignment #2: Action Plan

Category		Criteria			
		Excellent	Good	Marginal	Unsatisfactory
Structure and Content		The action plan clearly states a sequence of steps for tasks, each with a realistic time frame, assigned responsibilities (if any), specific resources that will be needed, as well as evidence indicating both the completion of the step and impact of the strategies employed, and professional learning needed to achieve the SMART Goal.	The action plan clearly states tasks and desired outcomes for each step. Timelines, responsibilities, resources and evidence of completion for each step are included but may not be realistic, adequate or specific enough to measure and monitor results.	The action plan contains a sequence of steps that identifies tasks, desired outcomes, timelines, responsibilities, resources and evidence to be collected, but the steps are either unclear or lack specificity.	The action plan is a list of tasks with little or no reference to timelines, responsibilities, resources or evidence of completion.
Score:	Max Score: [6%]				
SMART Goal Alignment		The action plan aligns to a SMART Goal that addresses a subject area of focus, reflecting accountability, proficiency and change over multiyear time gaps, and a desired amount of improvement.	The action plan aligns to a SMART Goal that addresses a subject area of focus, reflecting accountability, proficiency and change over time gaps, and a desired amount of improvement.	The action plan aligns to a SMART Goal statement that specifies the subject area of focus, a one-year time frame and a desired amount of annual improvement.	The action plan either does not specify a goal or aligns to a goal that does not meet the SMART criteria.
Score:	Max Score: [3%]				
Evidence of Progress		The action plan identifies the evidence that will be collected at each step of the plan. The evidence is considered to reflect valid, reliable and meaningful indicators of successful implementation of both the plan and the improvement strategies.	The action plan identifies the evidence that will be collected at each step of the plan but does not include consideration of evidence that the selected strategies are being implemented, or are successful, or both.	The action plan stipulates that evidence of implementation is needed but is not specific about the kind or focus of the evidence to be collected.	The action plan does not address the need to collect evidence of any kind.
Score:	Max Score: [2%]				
Monitoring of Progress		The action plan identifies specific dates and times to review progress on both plan implementation and success of strategies. The plan includes the option to adjust or abandon initiatives and strategies that are not moving closer to achieving the SMART Goal. The action plan includes the identification and timing of accomplishments.	The action plan identifies specific dates and times to review progress on both plan implementation and success of strategies. The plan includes the option to adjust or abandon initiatives and strategies that are not moving closer to achieving the SMART Goal.	The action plan specifies a schedule to periodically review progress on plan implementation. The action plan does not address the need to adjust or abandon initiatives or strategies that are not moving closer to achieving the SMART Goal.	The action plan does not specify a schedule for reviewing progress.
Score:	Max Score: [2%]				
Mechanics and Grammar		Few errors in spelling, punctuation, capitalization, sentence structure and grammar.	Occasional errors in spelling, punctuation, capitalization, sentence structure and grammar, but meaning is not obscured.	Frequent errors of spelling, punctuation, capitalization, sentence structure and grammar; meaning is obscured.	Dominated by errors in spelling, punctuation, capitalization, sentence structure and grammar; meaning at times unidentifiable.
Score:	Max Score: [2%]				
Total Score:	Max Total Score: [15%]				

Comments/Feedback:

Peer-Reviewer Name: _____

Peer-Reviewer Signature: