

## Project 6. Implement a system of monitoring and reporting protocols to keep stakeholders informed of progress throughout implementation of the transition plan.

*Scope of Work:* This project encompasses the following work: designing and implementing a system of weekly to quarterly monitoring and reporting protocols to keep stakeholders informed of progress throughout implementation of the transition plan. This project is based on specific recommendations from the four stakeholder committees for inclusion (September 2014).

Tasks	Deliverables	Duration	Budget	Owner
1. Weekly check-ins with Level 3 Building Implementation and Coaching Teams at all schools.	<ul style="list-style-type: none"> <li>Support from building administration</li> </ul>	Nov 01, 2014—Jun 30, 2015	\$0	Level 2 District Impl. and Coaching Team
2. Weekly status updates from the transition planning consultant.	<ul style="list-style-type: none"> <li>Summary of deliverables sent to the Deputy Superintendent</li> </ul>	Jan 05, 2015—Jun 30, 2015	Cost included in contract (Local)	Broomall
3. Weekly to monthly progress updates from the Level 2 District Implementation and Coaching Team, to the District Inclusion Council.	<ul style="list-style-type: none"> <li>Agenda topics for District Inclusion Council</li> </ul>	Nov 01, 2014—Jun 30, 2015	\$0	District Inclusion Council
4. Monthly progress updates from the District Inclusion Council.	<ul style="list-style-type: none"> <li>Progress summarized and sent to the superintendent (first week of the month)</li> </ul>	Nov 01, 2014—Jun 30, 2015	\$0	District Inclusion Council
5. Weekly to monthly updates to project plans (task status and % completion).	<ul style="list-style-type: none"> <li>Up-to-date project plans</li> </ul>	Dec 01, 2014—Jun 30, 2015	\$0	Green
6. Monthly updates to the school board and community (highlights from implementation to be included in the monthly Superintendent's Report at regular school board meetings).	<ul style="list-style-type: none"> <li>Superintendent's Report presentations at school board meetings</li> <li>Agenda topics for Superintendent's Council</li> </ul>	Nov 01, 2014—Jun 30, 2015	\$0	Daugherty
7. Quarterly progress reports to Level 1 System Implementation Team.	<ul style="list-style-type: none"> <li>Reports posted online</li> </ul>	Dec 01, 2014—Jun 30, 2015	\$0	Broomall
8. Updates to Superintendent's Parent Council (Feb 12, 2015; Apr 30, 2015).	<ul style="list-style-type: none"> <li>Updates to Superintendent's Parent Council</li> </ul>	Feb 12, 2015—Apr 30, 2015	\$0	Daugherty
9. Updates to RCPAC (Nov 03, 2014; Dec 08, 2014; Jan 12, 2015; Feb 09, 2015; Mar 09, 2015; Apr 20, 2015; May 11, 2015).	<ul style="list-style-type: none"> <li>Updates to RCPAC</li> </ul>	Nov 03, 2014—May 11, 2015	\$0	Daugherty
10. Establish a central repository for all progress reports.	<ul style="list-style-type: none"> <li>Monthly updates to inclusion website</li> </ul>	Dec 01, 2014—Jun 30, 2015	\$0	Green

*Related Documents:*

Quarterly progress updates to Level 1 System Implementation Team (Dec 2014 to Jun 2015)  
 Monthly progress summaries to the school board, included in Superintendent's Report (Nov 2014 to Jun 2015)  
 Progress section on the inclusion website