

Project 2. Establish a Level 1 System Implementation Team to monitor implementation of the transition plan (board-approved advisory committee of stakeholders).

Scope of Work: This project encompasses the following work: forming a board-approved advisory committee of stakeholders to provide oversight and monitoring of districtwide progress in implementing the transition plan.

Tasks	Deliverables	Duration	Budget	Owner
1. Define the committee's primary function and proposed responsibilities based on stakeholder recommendations for oversight of the transition process.	<ul style="list-style-type: none"> Updated organizational chart of the tiered implementation structure with descriptions of each group's responsibilities Proposed draft of team charter 	Oct 08, 2014—Nov 06, 2014	\$0	Broomall
2. Form the committee at the November 19, 2014 school board meeting.	<ul style="list-style-type: none"> Members selected Representation from stakeholder groups in accordance with Red Clay Consolidated School District Board Policy 9004 	Nov 19, 2014	\$0	Daugherty
3. Hold first quarterly meeting, with member orientation, adoption of team charter and first progress update on the transition plan.	<ul style="list-style-type: none"> Roles, responsibilities and scope of work formally accepted Progress report presented Feedback and recommendations for Q2 	Nov 19, 2014—Dec 22, 2014 (meeting date TBD)	Meeting costs and funding source TBD	Committee chair
4. Hold second quarterly meeting, with progress update on the transition plan.	<ul style="list-style-type: none"> Progress report presented Feedback and recommendations for Q3 	Jan 05, 2015—Feb 27, 2015 (meeting date TBD)	Meeting costs and funding source TBD	Committee chair
5. Hold third quarterly meeting, with progress update on the transition plan.	<ul style="list-style-type: none"> Progress report presented Feedback and recommendations for Q4 	Apr 01, 2015—May 29, 2014 (meeting date TBD)	Meeting costs and funding source TBD	Committee chair
6. Hold final quarterly meeting, with progress update on the transition plan.	<ul style="list-style-type: none"> Lessons learned and recommendations for SY 2015–16 	Jun 01, 2015—Jun 30, 2015 (meeting date TBD)	Meeting costs and funding source TBD	Committee chair

Related Documents:

Team charter
 Organizational chart of the implementation and monitoring structure for the transition plan
 Meeting schedule, agendas and minutes