

Work Cycle for Teams

Prepare

Guiding Questions

- What norms should we follow to accomplish our team goals?

Team's Work and Products

- Group norms built through consensus and reviewed at least annually

Plan

Guiding Questions

- What is our greatest area of need, and why?
- What is our action plan for addressing this need during the year?
- What does research say about how to improve? Is there something we're doing already that we can build on?
- What data should we collect along the way to monitor the change? Do we need to design a common formative assessment?

Team's Work and Products

- Analysis of data to determine the greatest area of need and development of a SMART goal (short or long term)
- Action plan that (1) addresses identified needs and outlines how to improve learning with specific steps to take and data to gather through formative and summative measures and (2) addresses how the team will implement plans, review results, and revise practices based on findings (such as with lesson study, observations, walkthroughs, and team feedback)

Do

Guiding Questions

- How is the implementation of our plan going? Are we collecting data along the way? Do we need to learn more? Are we using agreed-on strategies and practices?
- Are any roadblocks interfering with our intervention or change in practice? How can we support each other? What resources can we use to support this implementation?

Team's Work and Products

- Implementing instruction as defined in the action plan, including common formative assessments
- Monitoring the implementation of new strategies
- Gathering interim data as defined in the action plan

Study*Guiding Questions*

- What has changed in our students' learning?
- Is the rate of change what we expected? More? Less? Are we leaving anyone behind?
- To what do we attribute these changes?
- Is there other data we want to gather?

Team's Work and Products

- Examine student work, results of common assessments, and other areas to determine the impact of actions on student learning.
- Determine other information that might be needed.

Act*Guiding Questions*

- Did we meet our goal? What did we learn throughout this process?
- What recommendations do we have for continuous improvement in this area?
- How can we hold the gains? What might be our next steps?
- How did we work together?

Team's Work and Products

- Determine any immediate actions or adjustments that are indicated (re-teaching, curricular adjustments, interventions).
- Develop recommendations for further work.
- Review group's performance (norms).