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**Plan to Launch and Implement**

Getting high-quality materials into classrooms is just the first step toward improving student learning. This is why considering how you will launch and implement new materials has been a part of your adoption process since Step 1: Develop Your District Lens. Now that you have made a decision about which materials will support your students and teachers best, it is time to establish a plan for how they will be launched and implemented in your system. Planning ahead, empowering educators, engaging stakeholders, and connecting strong professional learning throughout the launch process can be the difference between materials sitting on a shelf or becoming a high-leverage resource your educators have to improve student learning.

**What is this resource?**

This graphic organizer is a starting place for your launch and implementation planning. It includes guiding questions and places to fill in your goals, milestones, and metrics.

**How should this resource be used?**

The committee will need to establish goals and activities for each stage of the implementation process of new materials. This includes setting milestones and outcomes so that you can measure the success of your activities and monitor the progress of your work. The team you have formed for the selection committee may serve as the same team that supports the launch and implementation of the new materials, or you might want to add other stakeholders to form a new committee. It is important that you think about the long-term and short-term goals of your implementation and how you will prepare teachers and site leaders for success.

\*For a more in-depth set of tools for planning your launch and implementation of new materials, see [Instruction Partners’ Curriculum Support Guide](https://curriculumsupport.org/).

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| **Determine the goals for the implementation of the new materials, including the expectations for use. What are realistic outcomes and what is your timeframe?** | | |
| What are your goals for each phase of the implementation of the new materials?   1. Launch (include “getting to know” the materials) 2. Implementation Year 1 3. Implementation Years 2-5 | | |
| **Goals:** | | **Timing:** |
| 1. Launch |  |  |
| 2. Implementation Year 1 |  |  |
| 3. Implementation Years 2-5 |  |  |
| **Additional Guiding Questions** | | |
| What are the expectations of use for the new materials (e.g., all teachers will use materials for their core instruction)? |  | |
| How will you communicate the expectations and goals? How does this impact your timeline? |  | |

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| **What key activities must occur for you to achieve your goals for instructional materials in each phase, short term and long term? Consider the professional learning needed for those leading the implementation as well as how teachers will learn to teach these specific materials.** | | |
| **Phase** | **Activities** | **Timing** |
| **1. Launch**  *E.g., professional learning for staff and leaders responsible for training others, training plan for all teachers such as getting to know” the materials* |  | *Aug.-Nov. 2020* |
| **2. Implementation Year 1**  *E.g., professional learning to support teachers in learning the new materials (protocols and planning)* |  | *Quarterly district PL meetings (Aug, Nov, Jan, Apr)* |
| **3. Implementation Years**  **2-5**  *E.g., onboarding plan for new teachers and principals* |  | *Every July* |
| **Additional Guiding Questions** | | |
| **How will you continue to check in to ensure these activities are happening?** |  | |
| **How will you address questions, feedback, and/or resistance to the activities? How might this impact your timeline?** |  | |
| **Establish the metrics you will use to assess the success of the launch and implementation. What data will you collect to inform you of the progress of your plans?** | | |
| **Phase** | **Metrics** | **Timing** |
| **1. Launch**  *E.g., 90 percent of site leaders will receive a full day of materials-based training.* |  | *Aug.-Sept. 2020* |
| **2. Implementation Year 1** |  |  |
| **3. Implementation Years 2-5** |  |  |
| **Additional Guiding Questions** | | |
| **How will your assessments play a role in your implementation metrics?** |  | |
| **What will each stakeholder group need to know about your launch and implementation plan?** |  | |