



Keys to Literacy Planning Model

Stages of Literacy Planning and Implementation

STEP 1 (3-6 mos):

I. **Initiation Stage:** (1-2 mos)

1. Assemble a representative literacy planning team, learn about literacy.
2. Develop rationale for the need for literacy planning.
3. Vision statement regarding literacy and overall improvement goals for literacy.

II. **Self-Assessment Stage:** (1-2 mos) Gather data and information by committee to determine current status related to *Essential Components* (see below). Identify strengths/weaknesses, gaps and needs.

1. Leadership, Planning teams, Structures
2. Resources
3. Assessment, Use of Data
4. Instruction for All Students
5. Intervention for Struggling Readers
6. Flexible Grouping, Scheduling
7. Professional Development
8. Family, Community

III. **Action Planning Stage:** (1-2 mos) Develop an action plan that includes:

1. Goals for each need identified under the *Essential Components*
2. Action steps to address each goal: what actions must be taken to support progress toward each goal? Include timeline, lead person, resources needed.
3. How progress toward each goal will be assessed and reported
4. Prioritized action steps

STEP 2 (4-9 mos)

IV. **Implementation Stage:** Keep the literacy planning team going. Follow-through on the action steps for the planning goals. Monitor implementation with regularly scheduled progress reporting.

STEP 3 (ongoing)

V. **Sustaining and Continuance Stage:** Implement all aspects of the plan; institutionalize the plan to ensure sustainability; revisit plan on annual basis.