

## 2017-2018 TIP Overview Guidance

**Purpose:** This document serves as a guide to using the new targeted improvement plan (TIP) template. **NOTE:** The TIP templates are available for campus and district use, however, districts and campuses may use any format they prefer.

**Web Links:** [TIP Template \(PDF\)](#) or [\(Excel Workbook\)](#)

**The TIP template is divided into 4 sections:**

**Section 1-** This section is for entering the campus/district information, PSP name and campus vision created by the campus improvement team during the development of the improvement or turnaround plan. **NOTE:** The Board approval date must also be entered in the campus name section and will serve as the district assurances. **Example:** Texas Elementary School - Board Approved 9/1/2017

**Section 2-** This section is for entering the results of the campus data analysis and needs assessment identified in the Continuous Improvement process. This will include the problem statement, root cause, strategy and annual goal. These items should be developed by the CIT and also may include supports from ESCs and TEA.

Problem Statement	<ul style="list-style-type: none"><li>-Clearly states the campus areas of need</li><li>-Focused on a single, measurable concern</li><li>-Specific (who, what, when, where)</li><li>-Written objectively</li><li>-May have more than one per Root Cause</li></ul>
Root Cause	<ul style="list-style-type: none"><li>-Identifies why there is a problem</li><li>-Does not assign blame or judgment</li></ul>
Annual Goal	<ul style="list-style-type: none"><li>-Utilizes S.M.A.R.T. method</li><li>-Corrects or improves the conditions in the problem statement</li></ul>
Strategy	<ul style="list-style-type: none"><li>-Clearly states how the campus will meet the annual goal</li><li>-Focuses on systems, models, processes rather than activities</li></ul>

**Section 3-** This section is for entering the yearly activities and short term, intermediate, and long term goals. This section is designed to enter detailed information that supports the improvement activities, monitoring, and focus for the year. In column 1, enter short term, intermediate, and long term goals that support the annual goal. Enter the additional details for each goal in the remaining columns such as the timeline, resources needed, person responsible, outcomes, and monitoring information.

### Goals

Short Term	-Training -Acquiring new skills -Changing attitudes and mindsets
Intermediate	-Implementation -Creating behaviors that have lasting impact/change on the school environment
Long-Term	-Predicting outcomes of actions being taken -The impact of systemic change on a large scale -Improving student outcomes

**Specific Plan Details**

Activity/Objective	Actions and/or processes
Activities Timeline	Target date for completion and frequency and/or duration
Resources	Resources to be used and personnel that can be utilized for the activity
Person(s) Responsible	Person responsible for activity implementation
Expected Outcome	Goal/Target and expectations for the results of the activity
Results	Outcomes/data specific to each activity
Status	Progress toward meeting the annual goal (use drop down menu)
Next Steps	Actions needed to make/continue making progress and revisions to be made if needed

**Section 4-** Enter the campus vision. This section describes how well and how much progress is being made toward the campus vision. Utilize this section as a progress marker to check for growth toward the annual goal and the campus vision developed in the Continuous Improvement process.

Vision Status	Progress made toward the campus vision. This may be revised throughout the year based on results from activities in the TIP.
Vision Metrics	Methods of measurement of the vision status