

New Targeted Improvement Plan template: Progress update guidance

Purpose and Audience:

This guidance is intended for any campus or district using the new Targeted Improvement Plan (TIP) template developed by the Texas Education Agency for 2017-18. It provides guidelines on how to report progress towards goals included in the plan. Campuses and districts submit these updates on the following timelines:

IR1 Campus	No progress update submission on TIP (just PSP progress reports; draft 18-19 plan submitted 6/29/18)
IR2 Campus	Submit TIP progress updates 12/15/17, 3/1/18, and 6/20/18
IR3 and higher Campus	Submit implementation plan progress updates in December/January, March/April (dates determined by coordinated team), and 6/29/18
Districts (any year IR and stage 3 and 4 in PBMAS)	Submit TIP progress updates 2/19/18 and 6/29/18

What information is completed for a progress update?

In each progress update, the team will provide information under Results, Status, and Next Steps for every activity, and the Vision Status and Vision Metrics for each annual goal.

Vision								
Problem Statement #1: Root Cause #1:		Annual Goal #1: Strategy #1:						
Goal #1:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)							Select	
							Select	
							Select	
Intermediate: (Implementation)							Select	
							Select	
							Select	
Long-Term: (Results)							Select	
							Select	
Vision Status		Vision Metrics						

The table below describes the kind of information that needs to be included in each section.

Results	<p>In this section, provide the outcome (including data) for each activity. This should align to the information in the Activity and Expected Outcomes columns.</p> <ul style="list-style-type: none"> For example, if your short-term activity was "Train 100% of teachers on sheltered instruction strategies," and your expected outcome was "We will observe teachers using sheltered instruction strategies in 80% of classroom walkthroughs," the Results would be related to the percent of teachers who received the training and the percent of teachers who were using the strategies in classroom instruction. When appropriate, include charts or other graphics that illustrate the results. (See the section at the end for information on including graphics.)
---------	---

Status	<p>This column has a drop-down menu with four options: no progress, some progress, significant progress, or on track to meet goal. Based on the expected outcomes and the results, select the appropriate option.</p> <ul style="list-style-type: none"> Continuing with the example above: If your results were “50% of teachers were observed using sheltered instruction strategies during walkthroughs,” you would select some or significant progress (the actual amount of progress depends on what your baseline was, and this may be a judgement call made by the team). Note that “on track to meet goal” refers to the annual goal.
Next Steps	<p>In this column, the team will describe the steps they will take to either accelerate or maintain the progress made thus far. Any mid-course corrections to the plan will be explained here.</p> <ul style="list-style-type: none"> Again, using the example above: Since the campus did not meet its target of 80% of teachers using sheltered instruction strategies, what activities would be needed to support struggling teachers while keeping the rest of the plan on track? You may find that you need to add activities under short-term or intermediate goals as well.
Vision Status	<p>In this section, the team will describe their growth toward the annual goal and the campus vision. In this description, consider the results and status updates given in the preceding section. How is this strategy getting the campus closer to achieving the vision? What more needs to be done?</p>
Vision Metrics	<p>Here, the team will validate the response given in the vision status. How are you measuring the progress toward the vision? How do you know if you are making progress toward achieving it?</p>

How to include graphics:

When appropriate, you should include graphics or tables that describe your data.

If you are using the Adobe format of the new template, you’ll need to save your images as a separate file and attach to the plan by clicking Tools→Content Editing→Attach a file.

The following instructions describe how to include graphics in an excel spreadsheet:

1. Save your graphic as an image file (such as a jpeg).
2. Select the Insert tab at the top of the workbook and click Pictures.
3. Select the image file and click Insert.
4. Move the picture to the cell in which you want it to appear. Resize the cell and image as needed.
5. Lock the image into the cell:
 - a. Right click on the image and select “format picture.”
 - b. In the Format Picture pane, select Size & Properties and with the options in Properties, select ‘Move and size with cells’.