

Phase	Implementation Outline Task	Educator Task/Training	Task Leader	Start Date	End/Due Date	Audience/Participants	Effective Principle(s)	% Complete
			n/a			n/a		
1	Meet with program participants	Attend and actively ask questions	Project Facilitator	February 2023	April 2023	educators	support	100
	Presentation	Attend and actively ask questions	Project Facilitator	February 2023	April 2023	educators	support	100
	Survey	Complete survey	Project Facilitator	February 2023	April 2023	educators	support/active	100
			n/a			n/a		
2	Build course home for ePortfolio in Google Classroom	Attend Zoom meeting, be ready to discuss structure and content of course, and share knowledge of Google products/other technological platforms	Project Facilitator	April 2023	June 2023	educators	model/support	80
	Program material builds (i.e. videos, discussion/reflection posts, templates and exemplars)	Attend Zoom, actively collaborate by providing ideas of incorporation of content into your specific content area, and showcase technological skills (video editors, screenrecording, Google Suite, etc.)	Project Facilitator	April 2023	June 2023	educators	model/support/specific	50
	College Selection Tool build	Learn about how the College Selection Tool works and provide feedback with your student population in mind so as to better personalize this tool to their needs	Project Facilitator	July 2023	August 2023	educators	model/specific	30
	Design Curriculum for live meetings with parents/families	Educator takes greater charge in this task by providing information and background regarding student population and information on when and how to provide content to their parents/families (i.e. live meetings during the school day, during the evenings, recorded sessions for playback, etc.)	Facilitator & Educators	July 2023	August 2023	educators	support/active/specific	75
	Plan for formal training dates	Collaborate on times and structure of items to cover during official trainings with revised materials. Establish important content to cover during weekly review and recap meetings.	Facilitator & Educators	July 2023	August 2023	teachers & leadership	support/active	60
			n/a			n/a		
	Initial Training session - program content	Program Facilitator will lead in the role of an educator and the educators will act as students setting up their ePortfolios and accessing program content through various modules.	Project Facilitator	August 2023	September 2023	educators	model/active	0
	Follow up session to review edits and requests made	Educators express GLOW and GROWS on the facilitation of ePortfolio set up/program introductions. Educators create an action plan for implementation.	Facilitator & Educators	August 2023	September 2023	educators	active	0
	Initial Training session - program logistics	Educators prepare a list of preferred contact methods and information for students and their family members. A schedule of communication is established along with live meeting scheduling based on parent/family feedback (survey).	Project Facilitator	August 2023	September 2023	educators	active/specific	0

3	Follow up session to review edits and requests made	Educators create intervention strategies as needed reflect on reception from students, parents and families.	Facilitator & Educators	August 2023	September 2023	educators	active/specific	0
	Data Tracking system monitoring	Educators analyze a set of fake data points and make suggestions and changes as they seem fit (weekly check in meeting). Educators report weekly progress to program facilitators and collaborate on necessary changes.	Project Facilitator	August 2023	October 2023	teachers & leadership	active/support	0
	Communication lines with participating students and facilitating teachers	Practice information relay (weekly check in). Educators will develop their own style communication log depending on what works best for them, their specific area, and their students (templates are available to branch off of).	Facilitator & Educators	August 2023	October 2023	educators	active/specific	0
	Host First Live Meeting with students and family members	Educators monitor questions and encourage discussion among parents/families and students as well as track attendees and their participation.	Project Facilitator	September 2023	October 2023	educators	support/active	0
	Review and Recap Meeting	Educator leads review of GLOWS and GROWs from first live meeting. Asks questions and prepares to lead as host for the next meeting.	Educators	September 2023	October 2023	educators	active/specific	0
	Continuous Feedback from educators, students and family members	Review feedback and input from all involved stakeholders to continuously make updates and develop solutions to the ongoing of problems as they arise. Educators generate action plans and next steps for their specific feedback.	Facilitator & Educators	August 2023	December 2023	teachers & leadership	active/specific	0
	Continuous technical assistance and check ins	Educators attend weekly check ins to receive updates, progress checks, and mini tech/procedure PLs. Educators are encouraged to develop their own mini PLs to present to the other educators to grow our network of knowledge.	Project Facilitator	August 2023	December 2023	educators	support/active/specific	0
	End of Course feedback from all stakeholders	Ensure all responsible parties provide feedback regarding their experiences. Generate data in a presentation to share with the project facilitator and other leadership.	Educators	December 2023	January 2024	teachers & leadership	active	0
			n/a			n/a		
4	GLOWS and GROWs	Educators are to bring their successes and areas for growth to collaborate on an action plan on how to address them for the next implementation cycle.	Project Facilitator	January 2024	February 2024	educators	active/support	0
	Recap and Review EOC feedback from all stakeholder parties	Educators are to bring their successes and areas for growth to collaborate on an action plan on how to address them for the next implementation cycle.	Facilitator & Educators	January 2024	March 2024	teachers & leadership	active/specific	0
	Brainstorming session with pilot participants and new additions	Educators take ownership of the program in their classroom, fully, by developing a presentation and implementation outline of their own for the upcoming cycle. It will be presented and receive feedforward from the educator's peers, leadership and program facilitator.	Educators	March 2024	April 2024	teachers & leadership	active/support/specific	0

	Website development for the QUICK program	Educators will receive training on the functionality and organization of the newly designed program website. In addition, they will have the opportunity to design a similar website to implement their specific program through, if desired.	Project Facilitator	March 2024	June 2024	educators	support/active	0
			n/a			n/a		
5	Fundraising for program	Educators partner with groups and companies in the community to sponsor scholarships for students participating in the program.	Educators	May 2024	ongoing	community	active/specific/support	0
	Recap and Review edits to platform for functionality	Educators offer feedforward on the newly developed program site and offer ideas for improvement and utilization in their own classrooms.	Facilitator & Educators	June 2024	August 2024	teachers & leadership	support/specific	0
	Expansion to program for a continuous growth experience	Educators present ways to grow the program in their schools and for their students beyond secondary school. Their action plans will be shared with peers, campus leadership and the program facilitator.	Educators	June 2024	August 2024	teachers & leadership	active/support/specific	0
			n/a			n/a		
6	Implement Version 2.0 of Program	Educators take the leadership role in their own programs; facilitators are now available confidants and advisors as necessary. Check ins will move from weekly to monthly, unless otherwise requested.	Educators	August 2024	December 2024	teachers & leadership	active/support/specific	0
	Virtual Port-Secondary School night	Educators, along with support from program facilitators, will set up a virtual post-secondary school night. They will coordinate the different schools present, how and when students attend, and how the students will tie their learnings to their eportfolios in the program.	Facilitator & Educators	September 2024	December 2024	community	active/support/specific	0
	Translations of videos (live translations or pre-recorded)	Educators will receive guidance on how to acquire translators/translated versions of the content videos and live meetings. In addition, they will write a reflection on how to best equip this new knowledge to their content and the implementation of this program in their class.	Project Facilitator	September 2024	December 2024	community	support/specific	0
	Official training to present to new stakeholders and administrators	Educators are to assist in the development of an all encompassing professional learning experience utilizing the data from their pilot program.	Project Facilitator	October 2024	ongoing	teachers & leadership	support/specific	0
	Develop scholarships for participants	Educators will collaborate with the facilitator to identify suitable candidates for various scholarships through a rubric development and analysis process.	Facilitator & Educators	October 2024	ongoing	teachers & leadership	active/support/specific	0
			n/a			n/a		