**2011 School Annual Implementation Plan (AIP) – Checklist**

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>The leadership team is familiar with the <a href="#">Annual Implementation Planning Guidelines 2011</a> and resources.</td>
<td>✓</td>
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<tr>
<td>The staff, school council, RNL and the broader school community are involved in the planning process.</td>
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<tr>
<td>The planning process has included reflection on the school strategic plan, including the indicative planner, and 2010 AIP. There should be alignment between network and school planning processes.</td>
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<td>A range of data informs the AIP, such as:</td>
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<td>· data related to the school's strategic plan targets and 2010 AIP one-year targets</td>
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<td>· data provided in the school level report</td>
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<tr>
<td>· school data eg. On Demand Testing</td>
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<td>· network data.</td>
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| GOALS, TARGETS and KEY IMPROVEMENT STRATEGIES are replicated from the strategic plan | |}

**ONE-YEAR TARGETS**

- are based on the school strategic plan targets
- are SMART: Strategic, Measurable, Achievable, Realistic yet challenging, and within the one-year Time-frame.
- are limited in number to ensure efforts are focused on the key outcomes to be achieved.

**ACTIONS**

- reflect the current school context and progress made in achieving the goals and targets of the strategic plan and 2010 AIP
- are limited in number to focus efforts on the key outcomes to be achieved
- The AIP should identify what the actions are, how resources will be allocated and managed to achieve results, who (individuals or teams) has responsibility for them, and by when they should be completed.

**ACHIEVEMENT MILESTONES**

- are limited in number and reflect expected changes in practice and behaviours within a given time-frame, as a result of the implementation of the key improvement strategies and actions.

The AIP accommodates:

- any shifts in the improvement trajectory anticipated in the previous AIP and strategic plan
- any major projects, or network, Department or National Partnership initiatives that need to be included, e.g. the Ultrarnet and Wannik
- any budgetary implications e.g. changes in available resources, including staffing.

- The National Partnerships Appendix template has been completed and attached to the AIP (for participating schools).
- The AIP has been endorsed by the school council and RNL, evidenced in the ticked boxes found on the electronic copy of the front page of the AIP. The principal, as executive officer on school council will verify endorsement by school council, followed by the Regional Network Leader’s endorsement.
- The final copy of the AIP, with the endorsed, scanned front page (including the National Partnerships Appendix for participating schools) has been emailed to the RNL by 31 March 2011.
# 2011 School AIP - Possible Timeline of Actions for Schools

<table>
<thead>
<tr>
<th>Date</th>
<th>Actions</th>
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| **November** | · Leadership team reads *Annual Implementation Planning Guidelines 2011* and defines the process for the development of the 2011 AIP.  
· It is recommended that the planning process is inclusive of the broader school community, particularly staff, the school council and the RNL.  
· Review the goals, targets, key improvement strategies and the indicative planner in the current school strategic plan:  
  · Identify indicators of progress/achievement milestones – what progress has the school made towards the achievement of goals and targets?  
  · Reflect on processes and practices – what enabled the school to move forward?  
· Review and reflect upon the 2010 annual implementation plan:  
  · What were the planned actions and improvement milestones?  
  · What has been achieved? Why? What requires further work?  
  · Analyse relevant data e.g. VELS, NAPLAN, On Demand, VCE/VCET/VCAL, ESL, Koorie, PSD students.  
  · Use resources to support the analysis e.g. the Effective Schools Model, Curriculum Modules, the e5 Instructional Model, ESL Companion, P&D Culture Self-assessment Framework, PoLT, Key Characteristics of Effective Literacy and Numeracy P-6/7-10.  
  · What trends can be observed in the data? Are they consistent with expectations?  
  · What are the implications for planning for 2011?  
  · What changes need to be made for the 2011 AIP to accommodate:  
    · any shifts in the improvement trajectory anticipated in the previous AIP and strategic plan?  
    · any major projects, network, Department or National Partnerships initiatives that need to be included?  
    · any budgetary/resourcing implications? |
| **December** | · Develop a draft of the 2011 AIP, noting any aspects that may need to be revised on receipt of the 2010 School Level Report. Schools participating in National Partnerships complete and add the National Partnerships Appendix.  
· Share draft with staff, school council and RNL for feedback.  
· Revise the AIP if needed. |
| **By 31 March** | · Final draft to staff and school council for endorsement.  
· Final AIP to RNL for endorsement (including school council-endorsed, scanned front page and, if applicable, the National Partnerships Appendix). |

## Resources

*Annual Implementation Planning Guidelines 2011 and AIP and National Partnerships Appendix templates:*


*School Performance Reports website:*