

Developing a Curriculum Action Plan

The goal of this optional action plan template is to support programs in outlining a process and timeline for completing, implementing, and revising (if necessary) a unified curriculum.

Programs may answer the questions below and fill in the attached chart, or modify the chart or questions as they wish.

1. Who will be responsible for leading the curriculum development process for the program, and who among staff will be responsible for participating?
2. Describe the role of the director (or education coordinator) as the educational leader in the process of curriculum development and dissemination to teachers.
3. If the program will use a specific text(s), please list. If the program will use a specific textbook or workbook (e.g., Ventures, or a HiSET Prep book), describe how this textbook will be supplemented in instruction.
4. How much time will be spent on development, implementation, and review?
5. How will buy-in for all teachers to use the curriculum be achieved? Please describe how the director will know whether or not staff are using the curriculum, and ensure its use.
6. When will the curriculum be implemented? How often will the curriculum be reviewed and adjusted if needed? Who will be responsible for this process?
7. What strengths and challenges does the program bring to this work?

Finally, what resources could ACLS or SABES provide programs that would help support curriculum development? Please submit suggestions to Jane Schwerdtfeger, Curriculum Specialist, at janes@doe.mass.edu.

Program: _____ Director: _____

Objective	Person(s) Responsible	Time Allocated	By When	Notes or Progress

Objective	Person(s) Responsible	Time Allocated	By When	Notes or Progress