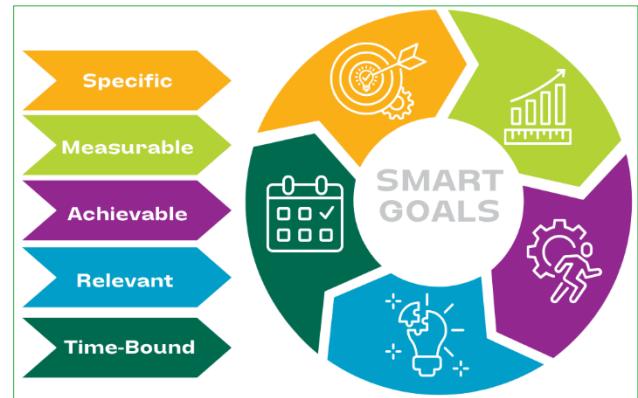


Action Plan

90-Day Launch Strategy

Key components for a successful launch and operation of the NAF academy in the next 90 days.

- Review progress regularly to stay on track with target dates.
- Adjust plans as needed based on feedback and outcomes.
- Communicate clearly to keep all stakeholders informed and engaged.
- Monitor goals in [ASH](#) for support resources and coordination with NAF Team.



Academy Name: _____

NAF Design Elements	Goal Statement 	Action Steps 	Deadline 	Evidence of Success 	Strategic Alignment & Resources 	Lead
Academy Development & Structure	How are you ensuring Academy Team coordination?	Schedule a team meeting; revisit team roles to support onboarding and shared leadership.		Updated team roster and action plan aligned with NAF PM coordination	<ul style="list-style-type: none"> • Team Roster Template • Meeting Agenda Template • Action Plan (online) 	
	Is your school community informed about the academy?	Share announcements and materials.		Flyers, press release, emails, social media posts	<ul style="list-style-type: none"> • Marketing Your Academy • Press Release Template 	
	How are you celebrating the academy launch?	Plan and host a launch event.		Event agenda, photos, invitations	<ul style="list-style-type: none"> • Event Planning Checklist • Capture photos for storytelling 	
	How are you using academy-level, student-level, and disaggregated data to inform academy practices?	Identify data champion; complete NAF's annual quality level process before October 24 th deadline.		Completed annual Data Collection	<ul style="list-style-type: none"> • Quality Level Process Key Dates • Navigating Data Collection 	
	Do you have a student recruitment plan?	Draft a recruitment plan with a 50% enrollment increase goal.		Recruitment strategy document	<ul style="list-style-type: none"> • Student Recruitment Guide 	
Advisory Board	When is your first board meeting?	Identify partners and send meeting invite.		Board meeting minutes	<ul style="list-style-type: none"> • AB Development Plan 	
	What is your board meeting schedule?	Establish a recurring board meeting schedule.		Shared board calendar	<ul style="list-style-type: none"> • AB Agenda Template 	
Program of Study	What courses are being taught this year?	Finalize course list & teaching assignments; align with student scheduling.		Completed Academy course offering list for counselor/student planning	<ul style="list-style-type: none"> • Learning.naf.org • Counselor's Packet 	
	What is your authentic learning project for your launch year course?	Develop project focus/theme.		KnoPro Challenge or project (e.g. Expeditions) participation	<ul style="list-style-type: none"> • KnoPro.org • Learning.naf.org 	
Work-Based Learning	What are your fall WBL activities?	Build a WBL calendar and identify partner involvement.		WBL activities uploaded into WBL Tracker	<ul style="list-style-type: none"> • How to Add an Activity in the WBL Tracker 	
	Is NAFTrack set up to track WBL activities?	Complete NAFTrack educator setup; upload student roster; complete student account setup.		NAFTrack student roster uploaded; classes created; student account setup	<ul style="list-style-type: none"> • Student Upload • Creating Groups (optional) • Student Account Setup 	

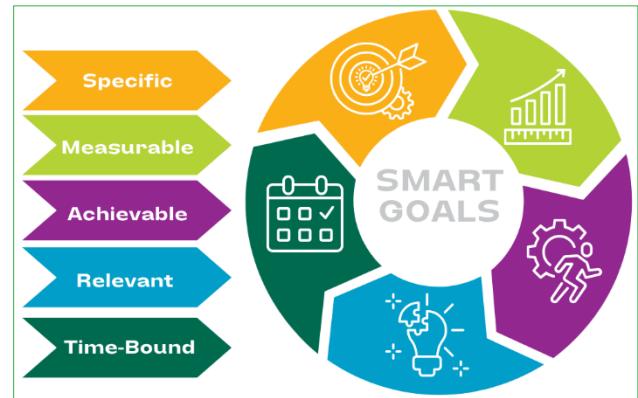
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NAF Design Elements	Goal Statement 	Action Steps 	Deadline 	Evidence of Success 	Strategic Alignment & Resources 	Lead
Academy Development & Structure						
Advisory Board						
Program of Study						
Work-Based Learning						

SMART Goals

for Action Planning



Action Planning Tip: When setting goals, follow the SMART structure. Use the questions below to create your goals.

S	SPECIFIC	A. What exactly do you want to achieve? B. Who is involved or responsible? D. Why is this goal important?	
M	MEASURABLE	A. How will you track progress? B. What are the key performance indicators (KPIs)? C. How will you know when the goal is accomplished?	
A	ACHIEVABLE	A. Is the goal realistic given your resources and constraints? B. What steps or actions will you take to reach the goal? C. Do you have the necessary skills and support?	
R	RELEVANT	A. Does the goal align with your district objectives? B. Will it contribute to long-term success and growth? C. Is now the right time to pursue this goal?	
T	TIME-BOUND	A. When will you start working on the goal? B. What is the target completion date? C. Are there any milestones or checkpoints?	