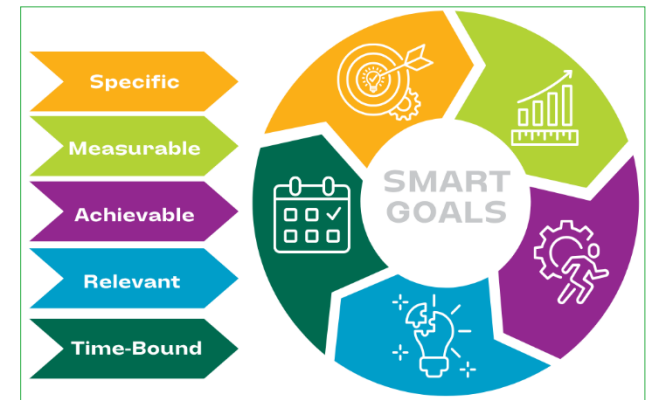


Action Plan






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 	

Action Plan






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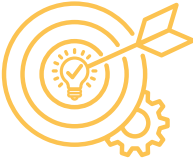
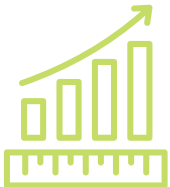
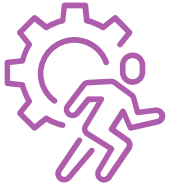

NAF Design Elements	Goal Statement 	Action Steps 	Deadline 	Evidence of Success 	Strategic Alignment & Resources 	Lead
Academy Development & Structure						
Advisory Board						
Program of Study						
Work-Based Learning						

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