**Develop the Academy Design Plan**

* Use the YOP Progress Planner to track milestones in the Academy Design Plan.
* Refer to the [YOP Guide](https://ash.naf.org/public/academy-development.yop?slug=intro) for a comprehensive outline of the program, including activities, resources, and guiding questions to aid in the planning process.
* Use the [YOP Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist) to access evidence templates and supporting documents necessary for building the Academy Design Plan.

**Instructions: Assess YOP Graduation Readiness**

1. Use the active checkboxes to self-assess progress in completing strategic actions required for the Academy Design Plan.
2. Set clear deadlines for strategic actions supporting the target Launch Year.
3. Use the checkboxes to monitor your progress in collecting evidence for each strategic action.
4. Note that a highlighted strategic action marked complete requires you to [Upload Evidence](https://ash.naf.org/public/quality-center.assessment/select-assessment) for verification at least two weeks before graduation.

| **YOP Progress Planner** | | | | |
| --- | --- | --- | --- | --- |
| **Strategic Action** | **Suggested Lead** | **Deadline** | **Upload** | **Complete** |
| Recruit the Academy Design Team (ADT).   * Refer to [ADT Prep Guide](https://ash.naf.org/public/downloadable-resource/index/academy-design-team-preparation-guide) to inform ADT recruitment efforts. * Review master schedule & determine staffing needs. * Schedule the YOP kick-off meeting. | Academy Lead, Principal, NAF | **Insert Date** | [1.4.a](https://ash.naf.org/public/academy-development.yop?slug=team-building-and-leadership)  [1.4.b](https://ash.naf.org/public/academy-development.yop?slug=team-building-and-leadership) |  |
| Host a YOP kick-off meeting and complete YOP Snapshot 1 with the ADT.   * Resource: [YOP Snapshot sample](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-snapshot) | Academy Lead, Principal, NAF | **Insert Date** | n/a |  |
| Set deadlines to plan and complete the academy design plan, ensuring YOP graduation is held by 5/31/25. | Academy Lead, NAF | **Insert Date** | n/a |  |
| Set a schedule for ADT common planning time.   * Tip: Arrange recurring coaching sessions with your portfolio manager. | Academy Lead, NAF | **Insert Date** | [1.5.a](https://ash.naf.org/public/academy-development.yop?slug=team-building-and-leadership) |  |
| Develop an [Action Plan](https://ash.naf.org/public/action-plan) using YOP Snapshot results to create goals and strategic actions and to monitor the academy design plan progress.   * Assign ADT roles & responsibilities/tasks (consider sub-committees) | Academy Lead, Principal, District Lead | **Insert Date** | [1.3.b](https://ash.naf.org/public/academy-development.yop?slug=academy-quality) |  |
| Develop the academy’s career-connected program of study. | Academy Design Team | **Insert Date** | [3.1.a](https://ash.naf.org/public/academy-development.yop?contentful_link=1&slug=program-of-study) |  |
| Develop an open choice student enrollment process to accept students. | Counselor, Academy Lead | **Insert Date** | [1.1.a](https://ash.naf.org/public/academy-development.yop?slug=student-recruitment-and-enrollment) |  |
| Develop a student recruitment plan. | Academy Lead, Counselor | **Insert Date** | [1.1.b](https://ash.naf.org/public/academy-development.yop?slug=student-recruitment-and-enrollment) |  |
| Develop a WBL plan that support the Launch Year grade level. | WBL Coordinator, Academy Lead | **Insert Date** | [4.1.a](https://ash.naf.org/public/academy-development.yop?contentful_link=1&slug=work-based-learning-plan) |  |
| Consider the process the academy team will use to collect and analyze student participation in the entire continuum of WBL activities. | WBL Coordinator, Academy Lead | **Insert Date** | [4.2.a](https://ash.naf.org/public/academy-development.yop?contentful_link=1&slug=work-based-learning-plan) |  |
| Develop a professional learning plan and calendar activities for the year | Academy Design Team | **Insert Date** | [1.5.b](https://ash.naf.org/public/academy-development.yop?contentful_link=1&slug=academy-quality) |  |
| Consider the process to evaluate learner data and monitor learner achievement to inform academy practices and ensure educational equity. | Academy Lead, Principal, Counselor | **Insert Date** | [1.3.a](https://ash.naf.org/public/academy-development.yop?slug=academy-quality) |  |
| Complete online [YOP Snapshot 2](https://ash.naf.org/public/yop-snapshot) with the ADT to evaluate academy design plan progress (no less than one month before the graduation meeting). | Academy Design Team | **Insert Date** | n/a |  |
| Finalize [YOP Graduation](https://ash.naf.org/public/academy-development.yop?slug=graduation) details and preparing the agenda and attendee list. | Academy Lead, NAF | **Insert Date** | n/a |  |
| Register for [NAF Next 2025](https://naf.org/about/naf-next/) in Denver, CO, July 7-10. Registration opens February 2025. | Academy Design Team | **Insert Date** | n/a |  |
| Develop a career-connected authentic project-based learning plan ([NAF Expeditions](https://ash.naf.org/public/learning)). | Academy Lead, Lead Teacher | **Insert Date** | [3.1.b](https://ash.naf.org/public/academy-development.yop?contentful_link=1&slug=authentic-projects) |  |
| Develop a college and career readiness plan. | Academy Lead, Counselor | **Insert Date** | [3.2.a](https://ash.naf.org/public/academy-development.yop?contentful_link=1&slug=college-and-career-readiness) |  |
| Identify advanced academics and early college opportunities. | Academy Lead, Counselor | **Insert Date** | [3.2.b](https://ash.naf.org/public/academy-development.yop?contentful_link=1&slug=college-and-career-readiness) |  |
| Develop an employer engagement plan or provide the Advisory Board roster with roles and responsibilities. | Academy Lead, District Lead | **Insert Date** | [2.1.a](https://ash.naf.org/public/academy-development.yop?contentful_link=1&slug=advisory-board-development) |  |
| Determine how academy leaders share college & career readiness exemplars. | Academy Design Team | **Insert Date** | [1.4.c](https://ash.naf.org/public/academy-development.yop?slug=academy-quality) |  |
| Develop/Consider the new student orientation process before school starts. | Academy Design Team | **Insert Date** | n/a |  |
| [**YOP Graduation Readiness**](https://ash.naf.org/public/academy-development.yop?slug=graduation) **– ADT finalizes the Academy Design Plan**  Complete steps 1-4 no less than two weeks before the graduation meeting:  **Step 1:** Convene the ADT review team to reach a consensus on YOP Assessment responses. [YOP Assessment sample](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-assessment-sample)  **Step 2:** Complete the online YOP Assessment in ASH (Academy Lead Access)  **Step 3:** Upload electronic evidence directly into the online YOP Assessment   * Resource: [YOP Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist)   **Step 4:** Update your NAF portfolio manager that steps 1-3 are complete and finalize graduation agenda with attendee list. [Graduation Agenda Template](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-graduation-agenda-template) | Academy Design Team, NAF | **Insert Date** | n/a |  |
| Update the [Action Plan](https://ash.naf.org/public/action-plan) based on graduation recommendations to support the academy’s Launch Year. | Academy Lead, Principal | **Insert Date** | n/a |  |