

Phase II Decision-Making Map

This resource outlines all of the significant decisions that need to be made throughout Phase II and provides guidance for a decision-making structure. If needed, review the [Implementation Support Team Role and Responsibilities](#) and [Implementation Support Team Leader Roles and Responsibilities](#) documents for information about the team.

Responsible: The person who does the work to achieve the task. They have responsibility for getting the work done or the decision made. As a rule, this is one person; examples might be the district/charter network curriculum lead or the superintendent.

Accountable: The person who is accountable for the correct and thorough completion of the task. This must be one person or team and is often the project executive or project sponsor. This is the role that the person responsible is accountable to and approves their work.

Consulted: The people who provide information for the project and with whom there is two-way communication. This is usually several people, often subject matter experts like teachers and coaches.

Informed: The people kept informed of progress and with whom there is one-way communication. These are people that are affected by the outcome of the tasks, so they need to be kept up-to-date. You can use your stakeholder list to determine who is informed.

Key action II.1

Key decision	Who's responsible?	Who's accountable?	Who's consulted?	Who's informed?
Select the Implementation Support Team, name the Implementation Support Team Leader, and define key roles and responsibilities	District/Charter network leader	District/Charter network leader	-Participating school leaders -Members of the district-/charter network-level instructional team	Teachers and leaders at all participating schools
Map out the implementation planning process	Implementation Support Team Leader	Implementation Support Team	-Members of the district-/charter network-level instructional team	Participating school leaders

Draft the vision, goals, measures, and progress monitoring plan	Implementation Support Team Leader	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders	Teachers and leaders at all participating schools
Communicate the implementation plan	Implementation Support Team Leader	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders	Teachers and leaders at all participating schools

Key action II.2

Key decision	Who's responsible?	Who's accountable?	Who's consulted?	Who's informed?
Establish your key assessment purposes and inventory all current assessments	Assessment, Grading, and Data Analysis Team	Implementation Support Team	Implementation Support Team	Implementation Support Team
Develop a plan for common assessments for the year and what you will do with the data to accomplish your purposes	Assessment, Grading, and Data Analysis Team	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders	Teachers and leaders at all participating schools
Develop guidance for grading with the new materials	Assessment, Grading, and Data Analysis Team	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders -Teacher leaders	Teachers and leaders at all participating schools

Key action II.3

Key decision	Who's responsible?	Who's accountable?	Who's consulted?	Who's informed?
Study the curriculum design	Instructional Planning and Pacing Team	Implementation Support Team	Implementation Support Team	Implementation Support Team
Set the daily schedule to match the design of the curriculum	Instructional Planning and Pacing Team	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders	Teachers and leaders at all participating schools
Determine the yearlong pacing schedule	Instructional Planning and Pacing Team	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders -Teacher leaders	Teachers and leaders at all participating schools
Establish guidance for unit and lesson customization	Support Use of Curriculum Team	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders	Teachers and leaders at all participating schools
Determine plans for collaborative planning and reflection	Support Use of Curriculum Team	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders -Teacher leaders	Teachers and leaders at all participating schools
Determine support plans for individual planning	Support Use of Curriculum Team	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders	Teachers and leaders at all participating schools

Key action II.4

Key decision	Who's responsible?	Who's accountable?	Who's consulted?	Who's informed?
Develop a coaching plan for teachers, including the observation tool that will anchor feedback	Support Use of Curriculum Team	Implementation Support Team	-Members of the district-/charter network-level instructional team -Participating school leaders	Teachers and leaders at all participating schools
Create a clear picture of how your evaluation/appraisal and curriculum can support each other	Support Use of Curriculum Team	Implementation Support Team	-Implementation Support Team	Leaders at all participating schools
Create a plan for how you will support coaches and evaluators/appraisers to understand the materials	Support Use of Curriculum Team	Implementation Support Team	-District-/charter network-level instructional team -Implementation Support Team	Teachers and leaders at all participating schools

Key action II.5

Key decision	Who's responsible?	Who's accountable?	Who's consulted?	Who's informed?
Develop a training plan for each impacted group (teachers, leaders, coaches)	Support Use of Curriculum Team	Implementation Support Team	-Implementation Support Team	Teachers and leaders at all participating schools
Develop a training plan for the trainers	Support Use of Curriculum Team	Implementation Support Team	-Implementation Support Team	Teachers and leaders at all participating schools