

Review schedule builder worksheet

Step 1: Plan your process.

Steps 1, 2, and 3	Step 4a	Step 4b	Step 5
Set up <ul style="list-style-type: none"> Plan the process and assemble team Define the problem Build requirements 	Short list <ul style="list-style-type: none"> Start general online searches Narrow the list of programs to a short list of contenders Request materials 	Deep review <ul style="list-style-type: none"> Conduct thorough reviews Meet to compare notes and resolve issues Request quotes Make a final selection 	Socialize <ul style="list-style-type: none"> Alert the publisher/vendor Prepare materials to socialize your decision to teachers in the district
Dates			
Total working days			

If you're able to attend a professional learning conference, include those dates in this schedule. Professional learning conferences can help you begin step 3 (Building requirements).

Sometimes during step 5 (Socializing and evangelizing the decision), curriculum and instruction leads need to take the recommendation to the Board of Education. The materials included in this guide can help you prepare for that meeting.