

Planning for Professional Learning Communities

Goal (what is our overall goal this year for establishing PLCs in our school or at the district level):		
Activities	Timeline	Who's Responsible

Questions to Consider:

- **Understanding and Buy-In.** How will you build understanding and buy-in to the power of professional learning communities in driving instructional improvement and student learning?
- **Establishing Teams.** How will you establish teacher teams that work with common students (grade-level or discipline/subject)?
- **Common Planning Time.** How will you ensure your teacher teams have adequate regular common planning time to engage in PLC work (at least once per week)?
- **PLC Practices.** How will you introduce PLC practices to teacher teams? How will you ensure that PLC practices become a regular staple of team meetings?
- **Effective Meetings.** How will you build the capacity of teams to have effective meeting practices (e.g., norms, agenda, minutes, tracking decisions, assessing progress)?
- **Support.** How will you provide support to teacher teams in implementing PLC practices and protocols with fidelity?
- **Coordination.** What body/individuals will coordinate PLC work in the school/district? What will be the role of the team at this institute to build faculty/administrator capacity in understanding and the work of PLCs?
- **Communication.** How will PLCs share what they are learning and doing?