

Sample Timelines:

School-year or Accelerated PSAM Implementation

Preparing students for college and career should not be simply regarded as adding or improving particular programs in the school, but should be thought of as part of the whole-school improvement process.

For either time line, the PSAM action plan that results won't begin to be fully implemented until the spring. But, schools can opt to pilot one or two changes or improvements during the fall/winter period before rolling out the comprehensive plan.

Year-long Implementation: Sample Timeline

The year-long implementation plan assumes that the leadership or PSAM team can convene approximately once a month. In this model, the team would use the first half of the year to develop its shared understanding of what it means to be college and career ready, administer the PSAM survey, analyze and discuss results and develop a plan of action that will be ready to begin spring of that school year. A sample timeline looks like this:

- Summer or September
 - Distribute PSAM Survey to leadership or PSAM team with background information.
 - [Agenda: Introduction to PSAM for lead team \(aka PSAM team\)](#)
- September
 - Share PSAM goals and process with full staff and partners
 - Solicit feedback and answer questions
 - Distribute information and timeline for completing PSAM survey to full staff and relevant partners
- October
 - Online administration of PSAM survey to full faculty and key partners.
 - Close the survey, receive raw data, and format and distribute aggregated results to leadership/PSAM team
- November-February
 - Analyze the data from each asset=five meetings, 60 to 90 minutes each, in the order determined by the PSAM team
 - [Agenda: Analyzing PSAM Data](#)
- February
 - Develop priorities and a plan of action
 - [Agenda: Identify Priorities and Develop an Action Plan](#)
 - Communicate Action Plan to full staff
- April
 - Implement and monitor progress
- May
 - Collect and review relevant data related to the action plan
 - Make adjustments as needed to increase progress, build off successes
- June
 - Celebrate and communicate successes
 - Confirm summer work
- Summer
 - Professional development, as needed



- Reflect on PSAM and whether to re-administer the survey annually or every other year

September • As needed refine action plan for start of new school year before beginning to implement

October • Collect and review relevant data
 • Make adjustments as needed to increase progress, build off successes

Accelerated Implementation: Sample Timeline

This timeline requires approximately one and a half days of retreat time which can be divided into three half-days or one full day with an additional half-day. The days don't need to happen consecutively, but the idea is to be ready by October to administer the PSAM survey and then to devote November to analysis, prioritizing, and planning. It is an intensive schedule, but some schools have found the accelerated implementation valuable for maintaining momentum and high energy for the work.

Summer or September
Preparation

- Distribute PSAM Survey to leadership or PSAM team with background information.
- [Agenda: Introduction to PSAM for lead team \(aka PSAM team\)](#)
- Establish how and when to administer the PSAM survey

By October
PSAM survey

- Share plans and goals with full staff and partners
- Solicit feedback and answer questions
- Distribute information and timeline for completing the PSAM survey to full staff and relevant partners
- Online administration of PSAM survey
- Close the survey, receive raw data, and format and distribute aggregated results to leadership/PSAM team

November
First and second half days or one full day—analyze each Asset

- [Agenda: Analyzing PSAM Data](#)

Third half day

- Develop Priorities and a Plan of Action
- [Agenda: Identify Priorities and Develop an Action Plan](#)

After third meeting

- Communicate Action Plan to full staff
- Implement and monitor Action Plan
- Collect and review relevant data
- Make adjustments as needed

End of year

- Celebrate and communicate successes
- Reflect on the PSAM process in order to develop a plan for the next school year

