Look Fors- Launch Readiness Guidelines

Mission Inception	
Evidence April-July **MISSION INCEPTION**	❏ School Redesign Team Members are listed and easy to locate ❏ School Redesign Team Roles at the School are documented, shared, and known ❏ Overview of the Redesign Process is documented, shared, and known
Questions to ask SRT	● Do you have any concerns regarding the structure/function of your School Redesign Team for next year? ● Are the SRT members clear on their role? Are your teachers clear on their role? ● How will you continue to make sure your stakeholders know you are a 'redesign school'?

| Building the Launchpad	
Evidence August-October **BUILDING THE LAUNCH PAD**	❏ "Why Statement" is displayed and known by staff, students, parents, and community members ❏ Vision for Redesign has been shared and is known by staff, students, parents, and community members
Questions to ask SRT	● What will you do to ensure that your why is known by all stakeholders? ● What will you do to ensure that your vision is known by all stakeholders? ● What will you do to ensure that every idea/initiative is funnelled through your vision?

Look Fors- Launch Readiness Guidelines

	Designing the Rocket

Evidence
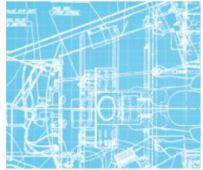 	
November-December
DESIGNING THE ROCKET
November   December
	❏ Design Thinking Artifact- 'How might we' statements are presented from planning sessions
	❏ Design Thinking Artifact- Student Empathy Map and/or Day in the Life
	    ❏ Schools can provide examples of activities done with staff to engage in the Design Thinking Process (empathize, define, ideate, prototype, test)
	❏ Redesign Blueprint is Clear, Up-to-Date and Developed
	    ❏ Teams can articulate how their goals align to their original "Why" statement.
	    ❏ They can articulate how the strategies they have selected will ensure that they achieve their goal .
	    ❏ Strategies are specific enough that stakeholders have a clear understanding of how this will lead to a "future state" that is innovative and new for their school.
	    ❏ It is also clear how the team will determine if their strategies are successful because they can measure it.
	    ❏ Teams are also able to identify at which points they will stop and reflect that will carry over into their launch year.
	❏ Communication regarding the school's strategies and goals was on-going and effective.
	    ❏ The team has a clear plan of how they will communicate their plan. They know who owns each action and when they will take the action.
	    ❏ They have identified multiple stakeholder groups who need information
	    ❏ Team has identified multiple avenues for communication (social media, newsletters, website, etc)

Questions to ask SRT	● How will you continue to promote design thinking in your school during your launch year? ● How will you continue to test your strategies and scale them across your school? ○ What is your plan for implementing, monitoring, and reflecting upon your strategy? ● How will you continue to grow and monitor progress towards your goals? ● How will you continue to keep stakeholders involved in your redesign initiatives?

Look Fors- Launch Readiness Guidelines

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<tr>
<td colspan="2" align="center">Building the Rocket</td>
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<tr>
<td align="center">Evidence

January-February
BUILDING THE ROCKET
January   February</td>
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❏ School conducted a thorough Gap Analysis
    ❏ Is your future state clearly articulated and easy to explain?
    ❏ Future state is concrete and measurable as seen by behaviors or habits you hope to see or hear.
    ❏ SRT has identified appropriate resources (i.e. PD, Time, Visits/Travel) to address the gaps between present and future state
    ❏ Gaps are within your control to address
        ❏ There is a plan for how to address gaps between the present and the future state
    ❏ Stakeholders are aware of the vision for the future state
        ❏ Messages are differentiated based on the stakeholder group (Modality or level of details)
❏ School developed an Action Plan to identified gaps
    ❏ Big actions address each of the directly identified gaps.
    ❏ Big actions are broken into short-term achievable tasks.
    ❏ Team is aware of challenges challenges might exist in the execution of this plan and have a general idea of how they will pivot.
    ❏ The team knows who will oversee this action plan
    ❏ The team knows when each action will be completed
    ❏ The team knows how the action will be completed
    ❏ The team knows what resources are needed (time, budget, staff, etc)

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<td align="center">Questions to ask SRT</td>
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● How will to communicate action plan process and implementation to team members and stakeholders?
● Do you know how you will continue your action plan next year?
    ○ What PD will you need?
    ○ How will you support teachers who did not test the strategy during the plan year?
    ○ How will you adjust during your launch year?
● How will you continue to monitor progress toward your future state?
    ○ How will you know when you have reached your future state? What will you do then?

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Look Fors- Launch Readiness Guidelines

	Show and Launch

Evidence
 	
March-May
SHOW AND LAUNCH
March | April | May
	❏ Evidence of prototypes (Scoreboard, Evidence from onsite, etc..)
	  ❏ The team has identified how the investigation teams will be accountable for collecting data during testing and throughout 'scaling' (i.e. consistent meetings, schedules, keeping meeting times sacred).
	  ❏ The team knows when they will receive updates around accountability.
	❏ Narrative of what worked and what did not
	  ❏ The team has identified how the investigation teams will be accountable for collecting data during testing and throughout 'scaling' (i.e. consistent meetings, schedules, keeping meeting times sacred).
	  ❏ The team knows when they will receive updates around accountability.
	❏ Stakeholder input and feedback
	  ❏ How will you communicate data and testing with stakeholders?
	❏ Budget plan
	❏ Professional Development Plan
	❏ Communication plan
	❏ (optional) Human Resources and Facilities

Questions to ask SRT	● Do you have a PD plan for next year? ● How will you continue to scale your redesign efforts? ● Have you communicated your fiscal and human resources needs to the district? ● How will you continue to involve stakeholders?