

Iredell-Statesville Schools
Department Improvement Plan
A Continuous Improvement Strategic Plan

Department: Digital Teaching and Learning (Technology)	Year: 2019-20
--	---------------

P	PLAN: Identify the gap and the approach
<p>What problem are you trying to solve? What process do you want to improve? Increasing accountability and efficiency in the collection and deployment process for all devices through new systems & processes.</p>	
<p>Data Analysis. Answer the question below using any data and/or information you have about your performance.</p>	
<p>Based on the data, what is the most important area that needs improving and why? (If you have data that helped you answer this question, please copy and paste it into this box.)</p> <ol style="list-style-type: none"> 1. Standardization of processes. 2. Clear communication of processes. 3. Clear follow-up and accountability of process. <p>https://docs.google.com/spreadsheets/d/19d8XpxZKwX9Lq4Ga5vJo1Tm0TuFc-5JALMskcLaHB3I/edit#gid=743742259</p>	
<p>Target SMART Goal (One year projection based on the answer to the question above.): Specific, Measurable, Aligned to requirements, Results-focused, Time-framed</p> <p>For the 2019-20 school year, the DTL Department will demonstrate a 99.9% retrieval rate (inventory) for all leased Apple devices by June 30, 2020.</p>	
<p>What will you do during cycle 1 (Identify key approach or strategy you will implement during cycle 1 to move toward achieving your target goal.)?</p> <ol style="list-style-type: none"> 1. Design new collection and deployment processes & tools. 	
D	TO DO: Develop and Implement Deployment Plan

Iredell-Statesville Schools
Department Improvement Plan
A Continuous Improvement Strategic Plan

Step #	Cycle 1 List the specific steps your team will complete during the first cycle.	Person(s) responsible for completion of the step.	Measure/Indicator (How will you know if the step is completed correctly?)	Start Date	End Date
1	Develop new collection process document	Dave Edwards/Caroline Meade	Document created	September 5	November 30
2	Deploy and train on new inventory system (1to1 Plus)	Caroline Meade/Dave Edwards	System operating, training dates & sign-in sheets	October 1	October 30
3	Communicate new processes to all stakeholders	Dave Edwards	Principal & AP agendas, PPT created,	October 15	December 1

What resources/budget needs do you have for the first cycle? \$21,000 for 1to1 Plus software (using funds that were allocated for Destiny Resource Manager)

If you identified budget needs, what budget code will you use to meet the budget needs for this cycle? 2.6401.015.418

If funding is not available, identify the steps from the implementation plan that will address the funding gap. ISS is discontinuing the use of Destiny Resource Manager (\$16,775) and using this funding for the new software

Iredell-Statesville Schools
Department Improvement Plan
A Continuous Improvement Strategic Plan

What professional development/support, if any, will be offered in cycle 1 to help staff implement the approach?

- 1to1 Plus provides a train the trainer model. Caroline Meade and Lisa Cartner will be trained for support and then each school-based tech will receive direct training. The techs will train each school-based tech contact on how to use the software.
- An online HelpDesk and training portal will also be available to users

Determine the measures/data that will be used to determine the effectiveness of the first cycle approach by answering the following questions:

A. List the information or measures the team will use to determine if the approach was implemented/completed? (Completion Data)

- Reports from the inventory software
- Surveys from the training
- Training sign-in sheets
- Inventory put into the system and matches prior Destiny count

B. List the information or measures the team will use to determine if the approach wasn't implemented correctly? (Fidelity or integrity of implementation.)

- Survey feedback/satisfaction
- Training feedback

C. List the information or measures the team will use to determine what worked and what didn't work? (Impact data)

- Survey feedback/satisfaction
- Training feedback

January 31, 2012 (Form is split here. If your DIP continues previous work, you may copy and paste additional Study/Act portions below. For convenience, you may also use "Save as" to create a new document, and delete portion above (to prevent endless scrolling).

S	Study – Analysis of data after implementing an approach		
At the end of cycle 1, answer the following questions based on the data collected from the identified measures in boxes A, B, and C above:			
1. What worked and how do you know? <ul style="list-style-type: none"> • 	2. What didn't work and how do you know? <ul style="list-style-type: none"> • 	3. Do you need any additional assistance as you look at your results and start planning for Cycle 2? ____Yes ____No <ul style="list-style-type: none"> • 	
Reflect on the answers in box 1 and 2 above for cycle 1 and check which option best describes what you will do in your plan for cycle 2 (double click the box and select "check" to check the box)?			
<input type="checkbox"/> Target goal has been met and is changed to a new target goal. <input type="checkbox"/> Target goal not met but current plan is effective so we will		<input type="checkbox"/> Target goal not met so we will continue current plan. We will make improvements to the plan based on what didn't work as identified in #2 above. <input type="checkbox"/> Target goal not met and information indicates that we need to abandon the	

Iredell-Statesville Schools
Department Improvement Plan
A Continuous Improvement Strategic Plan

continue current plan and repeat it for the next cycle.		current plan and identify a new approach.			
A	Act – Revise or continue with implementation plan based on data analysis.				
	4. What is your focus for cycle 2 (Identify key approach or strategy)? If you are continuing with the approach from cycle 1, restate it here. If you are changing your approach for cycle 2, state it here.				
Step #	Cycle 2 List the specific steps your team will complete during the second cycle. Remember, this is your “To-Do” list	Person(s) responsible for completion of the step.	Measure/Indicator (How will you know if the step is completed correctly?)	Start Date	End Date
Implementation Plan Quality Check:					
What resources/budget needs do you have for cycle 2? <ul style="list-style-type: none"> If you identified budget needs, what budget code will you use to meet the budget needs for this cycle? <ul style="list-style-type: none"> If funding is not available, list the steps from the implementation plan that will address the funding gap. <ul style="list-style-type: none"> 					
What professional development, if any, will be offered in cycle 2 to support the staff in implementing the approach?					
<ul style="list-style-type: none"> 					
Determine the measures/data that will be used to determine the effectiveness of the Cycle 2 approach by answering the following questions					
A. List the information or measures the team will use to determine if the approach was		B. List the information or measures the team will use to determine if the approach wasn't		C. List the information or measures the team will use to determine what	

Iredell-Statesville Schools
Department Improvement Plan
A Continuous Improvement Strategic Plan

implemented/completed? (Completion Data) •	implemented correctly? (Fidelity of implementation.) •	worked and what didn't work? (Impact Data) •
Be sure you have noted improvements you have made in your measures/data collection. It is important that the district share best practices – “We” is smarter than “Me.”		