Moving from Assessment to Action

Prioritization Activity

1. Review each section of your Digital Needs Assessment.
2. Copy and paste any items that you rated "1" for each section. Copy and paste the entire row directly, including your notes about why you chose the rating and the resources you'll need to strengthen.
3. Repeat, copying and pasting the items that you rated "2" for each section.
4. If you rated something "3" but identified resources needed to strengthen in that area, feel free to include them if it's a priority for you going forward.
5. If you have many items rated 1 and 2, don't be discouraged -, you don't have to address them all at once. In the next step, you will choose priorities and then break your action plan into short- and longer-term goals.
6. If you need to add rows to your table, to this section or to the Action Plan Template, here are instructions for Word (PC users), Word (Mac users), and Google Docs.

I.   Technology integration practices (for face-to-face and remote service delivery)

Technology Integration Practices	Rated 1 & 2	Describe the current practice. Why did you choose this rating?	What types of resources do you need in order to expand or strengthen this?

II. Staff digital literacy and technology integration skills

Staff Digital Literacy Skills	Rated 1 & 2	Describe the current practice. Why did you choose this rating?	What types of resources do you need in order to expand or strengthen this?

III. Program practices that support staff digital literacy and technology integration

Consider staff and volunteers (if applicable)	Rated 1 & 2	Describe the current practice. Why did you choose this rating?	What types of resources do you need in order to expand or strengthen this?

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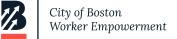
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IV. Program practices that support students' digital literacy skill development

Program practices that support student's digital literacy skill development.	Rated 1 & 2	Describe the current practice. Why did you choose this rating?	What types of resources do you need in order to expand or strengthen this?

V. Technology infrastructure needs

Tech Infrastructure	Rated 1 & 2	Describe the current practice. Why did you choose this rating?	What types of resources do you need in order to expand or strengthen this?

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Digital Action Planning

Steps to complete the Action Plan using the Action Plan Template:

1. **Review** your work above. Which items are priorities for your program to address in the coming year?
2. Identify your priorities and develop a set of goals and action steps (the number of goals should be based on what is realistic for your program to accomplish). Note that from here on, you don't need to think in terms of assessment sections since your goals and action steps will probably be more integrated.
3. For each goal, consider a combination of short-term (1-3 months), medium (4- 8 months) and longer-term (8-12 months and beyond) action steps.

   - *Action Steps:* What you'll do - the process for completing the goal, including the steps you'll take to achieve the goal. Consider action steps that you can complete in the short-term that can have a big impact to help you build confidence in the process and momentum for change.
   - *Timeline:* Identify the target start and end dates for the actions working on the strategy.
   - *Who:* Identify the person (including role) responsible for leading and coordinating each action step and the other staff that will be involved.
   - *Available Resources:* Think broadly about resources, including funding, staff, space, meeting and planning time, partnerships, hardware, software, reliable internet and maintenance capacity, expertise and skills, etc., that you will have and can use to complete the action steps.
   - *Resources Needed:* What resources do you need to complete these steps? Think broadly about resources and be sure to refer to the right hand column of your DNA.

4. **See the Action Plan Example below**. Yours will look different, but it's important that your plan is both ambitious and realistic and that it provides a clear and detailed map to guide your program's digital capacity development.
5. As with the Digital Needs Assessment, to the extent possible, we encourage you to develop the plan with staff who will be accountable for implementing it. Take time to get input from staff and from your World Ed coach, as you develop and finalize the plan.
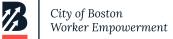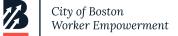
Digital Action Plan Example

Goal #1 (Example): Provide in-person, one-on-one digital skills onboarding and ongoing tech support services to all students, in order to strengthen students' ability to fully participate in hybrid learning in FY23.

Action Steps	Timeline	Who Will Lead? Who Else Involved?	What Resources are available to do this? (See above)	What Resources are needed to do this?
Secure private, wifi-equipped physical spaces needed for onboarding and tech help	July 2022	Program Director (Lead), Operations staff	Physical space, leadership support, hotspots in lending library	Reliable, accessible wifi throughout the building
Coordinate staff on-site schedules and draft responsibilities/processes for handling onboarding and tech help appointments	July-August 2022	Program Director (Lead), Advisors and Teachers (help with onboarding and tech help)	Current staff; staff's expertise in teaching digital literacy and technical troubleshooting	1-2 additional part-time staff to ensure all students can receive services in a timely fashion; funding to hire additional staff
Train staff who need further support to be able to provide tech help to students.	August 2022	Program Director (Lead), Advisors and Teachers (tech help providers)	Current staff's expertise in technical troubleshooting; on-demand PD from SABES; instructional videos from Google, Canvas, and other platforms/products	Time to train staff and ensure all staff are ready to independently provide tech support; funding to cover staff time for PD; staff willingness to upskill
Do a refresher training on current COVID-19 organizational policies for all staff (e.g., masks and social distancing policies for appointments)	August 2022	Program Director (Lead), all staff	Current organizational policies and expertise, CDC/local guidelines	Time to train all staff; enforcement of policies

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Goal #1 (Example): Provide in-person, one-on-one digital skills onboarding and ongoing tech support services to all students, in order to strengthen students' ability to fully participate in hybrid learning in FY23.				
Action Steps	**Timeline**	**Who Will Lead? Who Else Involved?**	**What Resources are available to do this? (See above)**	**What Resources are needed to do this?**

How will you know that you are making progress? What information will you use to measure your progress?

We will know that we are on track if we are equipped with the space, processes, and skills to provide on-site advising and tech services to all students in need by mid-September.

What can you do to obtain the resources needed to achieve the goal?

Wi-fi: If we are unable to get access to the wi-fi in the building (or if it continues to be unreliable), then we will have to use hotspots when providing tech support. We have some hotspots in our lending library, but that would reduce the number of hotspots that we could lend out to students. We would also have to sustain funding for the hotspots.

Funding: Move around DESE and match budgets to include funding for one additional PT staff member. Apply for additional funding from OWD, if available.

Staff time: Delegate some training responsibilities to more tech-proficient staff so that all staff can be trained appropriately according to their own schedule, or provide an interactive recording for the COVID-19 policies training.

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Digital Action Plan Template

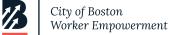**Goal #1:**

Action Steps	Timeline	Who Will Lead? Who Else Involved?	What Resources are available to do this? (See above)	What Resources are needed to do this?

How will you know that you are making progress? What information will you use to measure your progress?

What can you do to obtain the resources needed to achieve the goal?

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Goal #2:				
Action Steps	**Timeline**	**Who Will Lead? Who Else Involved?**	**What Resources are available to do this? (See above)**	**What Resources are needed to do this?**

How will you know that you are making progress? What information will you use to measure your progress?

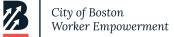What can you do to obtain the resources needed to achieve the goal?

Goal #3:				
Action Steps	**Timeline**	**Who Will Lead? Who Else Involved?**	**What Resources are available to do this? (See above)**	**What Resources are needed to do this?**

How will you know that you are making progress? What information will you use to measure your progress?

What can you do to obtain the resources needed to achieve the goal?

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