**Implementation Handbook**

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Appendix 2

*ORIGO Stepping Stones 2.0*

Annual Implementation Plan Template

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|  |  |
| --- | --- |
| *ORIGO Stepping Stones* Annual Implementation Plan: | [Insert Team Name] |
| School Year: | [Insert School Year Here] |

**Vision**

Describe what a successful implementation of *Stepping Stones* in your district or school would look like.

[Insert your vision here]

**Implementation Team Members**

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|  |  |
| --- | --- |
| Roles | Names |
| [Insert roles here] | [Insert your team members’ names here] |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| DIT Meeting Schedule: (dates, times, location) | Implementation Goal |
| [Insert established meeting schedule here] | [Insert annual implementation goal here] |

**Communication Plan**

|  |  |
| --- | --- |
| Who are the different stakeholder groups you will communicate with? | How/What/When will you communicate with them? |
| [Insert stakeholder groups here] | [Insert details for communication plans for each stakeholder group here] |

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**Training Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Date & Time | Content | Audience | Facilitator |
| [Insert dates & times of trainings here] | [Insert training content here] | [Insert training audience here] | [Insert facilitator for each training here] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Data Collection Plan**

*ORIGO Stepping Stones 2.0* Implementation Handbook | 21

|  |  |  |  |
| --- | --- | --- | --- |
| Data Source | Implementation Data or Student Outcome Data | Timeline | Person(s) Responsible |
| [Insert data source here] | [Write “Implementation” or “Student Outcome” data here] | [Insert timeline when you will collect data here] | [Insert person(s) responsible here] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |