

# ABE Program Improvement Plan

***Instructions: Complete this plan using the data from the Program Analysis Worksheet, ideas from the Strengths and Challenges Inventory, and other information from the November 20 Program Improvement Workshop.***

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| ABE Consortium | |  |
| Consortium Fiscal Agent | |  |
| ABE Consortium Manager | Name |  |
| Email |  |
| Telephone |  |
| People developing this plan | |  |
| Date completed | |  |

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| **REMEMBER: Develop SMART program improvement goals for your consortium.** | **SMART** goals are:   * **S**pecific – *What? Why? How?* * **M**easurable – *How will we measure progress & know when we’ve achieved the goal?* * **A**ttainable - *Is the goal challenging but still possible to achieve?* * **R**ealistic – *Is this goal do-able?* * **T**ime-bound – *What is our timeframe for this goal?* |

**Program Improvement Goals**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

**Program Improvement Action Steps: How will we reach our goals?**

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| **Goal 1** |  | |
| **Action Steps** | | **Notes: Lead staff, resources needed, deadline, desired outcome(s), etc.** |
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| **Goal 2** |  | |
| **Action Steps** | | **Notes: Lead staff, resources needed, deadline, desired outcome(s), etc.** |
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| **Goal 3** |  | |
| **Action Steps** | | **Notes: Lead staff, resources needed, deadline, desired outcome(s), etc.** |
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| **Goal 4** |  | |
| **Action Steps** | | **Notes: Lead staff, resources needed, deadline, desired outcome(s), etc.** |
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| **Goal 5** |  | |
| **Action Steps** | | **Notes: Lead staff, resources needed, deadline, desired outcome(s), etc.** |
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**Program Improvement Timeline: When will we complete these action steps?**

| **Month** | **Specific Actions and Activities** | **Related to (Goal #)** |
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| November 2019 | Complete Program Analysis Worksheet  Attend Program Improvement Workshop |  |
| December 2019 | Schedule site visit or call with MDE (required for Group 2 consortia, optional for Group 1) |  |
| January 2020 | By January 30: submit this plan to MDE (required for Group 2 consortia, optional for Group 1) |  |
| February 2020 | Participate in site visit or call in February or March (required for Group 2 consortia, optional for Group 1) |  |
| March 2020 |  |  |
| April 2020 |  |  |
| May 2020 |  |  |
| June 2020 |  |  |
| July 2020 |  |  |
| August 2020 | By Aug 3: submit final report to MDE (required for Group 2 consortia, optional for Group 1) |  |