

Task Implementation Template

***Purpose:** This template will help define the tasks that district and building level collaborative teams will undertake to implement actions.*

***Directions:** Complete one form for each action. The district may wish to provide parameters which DLTs/BLTs will need to follow in creating its tasks, e.g., amount of in-school time that can be devoted to collaborative team time or professional development and budget limits, such as amount of pay for substitutes, hourly rates for out-of-school time, consultant daily fees, etc.*

DISTRICT:

SCHOOL:

DISTRICT GOAL:	DISTRICT STRATEGY:	ADULT IMPLEMENTATION INDICATOR:	STUDENT PERFORMANCE INDICATOR:
ACTION <i>The WHAT:</i>			

<i>What is your plan to implement this action?</i> TASKS: <i>List the tasks in sequential order. The HOW?</i> We will ...	Timeline The WHEN?		Person(s) Responsible/ Involved BY WHOM?	Budget What will it COST to be successful? Districts may wish to add a column that identifies fund source.					
	Start Date	Completion Date		Salaries/ Stipends	Fringe Benefits	Materials/ Supplies	Other Services	Capital Outlay	TOTAL