

2025-2026

## Continuous Improvement Plan/Strategy Map Instructions

### Introduction

Continuous Improvement Plans, which include Strategy Maps, are an integral component of the North Dakota Department of Public Instruction’s Continuous Improvement and school approval process for schools and districts. The plans focus attention on the Critical Initiatives that will help guide your institutions towards strategic and targeted thinking with aligned activities over the period of several years. Cognia™ supports the dynamic planning process with the strategies tool, part of the Cognia continuous improvement platform. This tool helps establish actionable strategies to cultivate a culture of ongoing improvement that brings value, context, and meaning unique to each institution.

### Organization of Continuous Improvement Plans

The process of developing a school’s Continuous Improvement Plan is divided into four phases.

Envisioning	Planning	Implementing	Evaluating
<ul style="list-style-type: none"> <li>Examine current reality</li> <li>Envision the future</li> <li>Identify strategic themes</li> </ul>	<ul style="list-style-type: none"> <li>Determine objectives</li> <li>Identify critical initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Pinpoint actionable activities</li> <li>Establish timelines</li> </ul>	<ul style="list-style-type: none"> <li>Determine impact of Critical Initiatives</li> <li>Judge the success of the annual plan</li> <li>Address the implications for future work</li> </ul>
<p><i>The subphases of <b>Envisioning</b> help schools determine and analyze the resources and groups that shape the Continuous Improvement Plan in alignment with your school’s documented vision and mission.</i></p>	<p><i>The subphases of <b>Planning</b> allow schools to identify actions and measures, prioritize these actions, and communicate the information to stakeholders. (The Strategy Map is reported on the school’s Insights Dashboard to provide high level information regarding the school’s planned direction to the public.)</i></p>	<p><i>The subphases of <b>Implementing</b> shift the plan into actionable activities toward achieving desired results.</i></p>	<p><i>The subphases of <b>Evaluating</b> help organize pertinent information needed to monitor, examine, and analyze collected data for each of the identified Critical Initiatives.</i></p>

## Continuous Improvement Plan Submission Timeline

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Continuous Improvement is a required component of the school approval process and is mandated by North Dakota State law ([15.1-06-06](#)). The Office of School Approval & Opportunity is responsible for ensuring that every operating public school in the State of North Dakota is meeting this requirement by reviewing these Strategy Maps located on the ND Insights Dashboard.

It is required that each public-school review, make any updates if necessary, and submit their Cognia Strategy Map to the eProve Strategies platform annually to ensure your school's Fall approval.

Schools must complete their 2025-2026 Continuous Improvement Plans by  
**June 1, 2025**

## Continuous Improvement Plan Creation

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Under [NDCC 15.1-06-06](#), the Continuous Improvement plan **MUST** drill down to the school level.



**Each school's plan should be in accordance with the district's strategic plan and effectively convey to stakeholders how the school intends to achieve the goals and objectives established by the district.**

To access the tool to create/update your plan, log into [myJourney](#) dashboard, search the school you would like to create data in and go to that specific school. You can then navigate over to eProve Strategies to create or copy and update the information for your upcoming school year.



**Important: Do not delete any of your previous Continuous Improvement Plans/Strategy Maps. The older maps will be kept for historical reference as part of the continuous improvement process.**

## Continuous Improvement Plan Name Convention

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For the plans to be correctly exported from each school's accounts for updating/reporting on the [Insights Dashboard](#), the schools **MUST** use the name format "Year of Plan Full School Name Including Level Continuous Improvement Plan." Below are a few examples.

- Kenmare Elementary School's Plan **MUST** be titled:  
2025-2026 Kenmare Elementary School Continuous Improvement Plan.
- Mandan High School's Plan **MUST** be titled:  
2025-2026 Mandan High School Continuous Improvement Plan.
- **Start Date:** June 1, 2025                      **End Date:** May 31, 2026



**There is no *submit* button.** Cognia will retrieve all schools' 2025-2026 Continuous Improvement Plans from the Cognia eProve Strategies Platform after the June 1st deadline. NDDPI will verify completion of these plans and upload them to the ND Insights Dashboard during the Preliminary Accountability Reporting Window.

**Any changes made to a school's plan after the June 1 deadline will not update onto the Insights Dashboard until January of the following year.**

## Resources

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<a href="#">ND Strategic Thinking and Planning Padlet</a>	<ul style="list-style-type: none"><li>• InFocus Guide</li><li>• Slides</li><li>• Cognia Contact Info</li><li>• Video Resources</li></ul>
<a href="#">NDDPI/Cognia Partnership Page</a>	<ul style="list-style-type: none"><li>• Learning Community Resources</li><li>• Continuous Improvement Resources</li><li>• Memos</li><li>• Student Engagement Survey</li><li>• Leadership Circle</li></ul>
<a href="#">eProve-myJourney</a>	<ul style="list-style-type: none"><li>• Eleot</li><li>• Workspace</li><li>• Strategies</li><li>• Diagnostics</li></ul>
<b>Cognia Client Care</b>	<ul style="list-style-type: none"><li>• <a href="mailto:clientcare@cognia.org">clientcare@cognia.org</a></li><li>• 1 888.413.3669</li></ul> Monday-Friday, 8am-5pm EST
<b>NDDPI-Office of School Approval &amp; Opportunity</b>	<a href="#">Arlene Wolf</a> 701.328.2295 <a href="#">NDDPI General School Improvement</a>