

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 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™, formerly AdvancED | Measured Progress, supports the dynamic planning process with the eProve™ strategies tool, part of the eProve continuous improvement suite. This tool helps establish actionable strategies to cultivate a culture of ongoing improvement that brings value, context, and meaning unique to each institution.

Organization

The process of developing a school's Continuous Improvement Plan is divided into four phases: 1.) *Envisioning*; 2.) *Planning*; 3.) *Implementing*; and 4.) *Evaluating*. Each of these four phases are divided into subphases.

Envisioning: 1.) Determine the reality; 2.) Explore the future; 3.) Synthesize results

The subphases of Envisioning 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.

Planning: 1.) Use priorities to create objectives and identify Critical Initiatives; 2.) Identify outcomes and key measures for each Critical initiative; 3.) Develop a Strategy Map; 4.) Develop an Annual Improvement Plan

The subphases of Planning allow schools to identify actions and measures, prioritize these actions, and communicate the information to stakeholders. (The Strategy Map alone is reported on the school's Insights Dashboard to provide high level information regarding the school's planned direction to the public.)

Implementing: 1.) Create an Annual Implementation Plan; 2.) Assign and communicate responsibilities; 3.) Enact and monitor progress

The subphases shift the plan into actionable activities toward achieving desired results.

Evaluating: 1.) Determine impact of Critical Initiatives; 2.) Judge the success of the annual plan; 3.) Address the implications for future work

The subphases of Evaluating help organize pertinent information needed to monitor, examine, and analyze collected data for each of the identified Critical Initiatives.

Continuous Improvement Plan Submission Timeline

During the course of the year, schools are expected to review and update their Continuous Improvement Plans regularly, which by design may impact Strategy Maps.

The Dashboard will be updated again in spring 2020 with Strategy Maps revised through May 1.

Continuous Improvement Plan Creation

Under ESSA, the Continuous Improvement process must drill down to the school level. Districts can still plan together, however, each school must have its own plan. It is important to note that you should NOT create your plan at the district level.

To access the tool to create your plan, log into the myJourney™ dashboard, search the school you would like to create a plan for, and select that specific school. You can then navigate to eProve™ strategies to create or edit your work.

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

You will need to copy the previous Continuous Improvement Plan/Strategy Map and implement a process of review and updates for the creation of the 2020-2021 Plan.

Continuous Improvement Plan Name Convention

In order for the correct plans to be exported from each school's accounts for updating/reporting on the Dashboard, the schools are to 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 would be titled "2020-2021 Kenmare Elementary School Continuous Improvement Plan."
- Mandan High School's Plan would be titled "2020-2021 Mandan High School Continuous Improvement Plan."
- The start date for all Plans should be May 1, 2020.

Additional direction and guidance on plan alignment to a multi-year continuous improvement process will be provided for Strategy Maps due on May 1, 2020.

Access the eProve™ strategies tool via the myJourney™ dashboard: <http://myjourney.cognia.org>. If you need help with your log in or password, please contact the Cognia Customer Care team (contact information below).

The phases and subphases of developing a Continuous Improvement Plan are thoroughly outlined in the "*inFocus: A Guide for Strategic Thinking and Improvement Planning*," available on the eProve™ strategies dashboard.

Contact Us

Cognia Customer Care Center
888.413.3669
customercare@cognia.org

Technical Questions
eprove@cognia.org