**Teaming Plan Template**

**Template**

Use your notes from the Teaming Plan Considerations Worksheet to modify the template below. The number of corresponding considerations are referenced in parenthesis to support this activity.

**Teaming Plan for (Insert Name of Group)** (1)

**PURPOSE, GOALS, AND ACTIVITIES**

1. **Purpose:** Click or tap here to include a purpose statement that describes the reason for forming the team, such as “to analyze, explore, and interpret early intervention and preschool special education data to inform decisions about programs and services.” (2)
2. **Approach:** Click or tap here to enter include the process or framework the team will use to for data- informed decision making/inquiry (e.g., Plan, Do, Study, Act). (3).
3. **Guidelines and Approvals:** Click or tap here to include the names, departments, and other relevant information of those who will provide guidance or are needed to grant approval. Update as needed. (5).
4. **Goals and Activities:** Click or tap here to include short-, mid- and long-term goals. Update as needed. (4)
5. **Data Systems and Collections**: Click or tap here to include a list of sources of data that will be used, including the level of the data, and where the resources reside. Update as needed. (6)

**DATA TEAM PROCESS**

1. **Duration:** Click or tap here to include the date of the initial meeting and date of the last meeting expected to occur. (7).
2. **Membership:** Click or tap here to include the minimum and maximum numbers needed for the team, how members will be identified or appointed, and the roles needed for the team. Include the names of all the members. Update as needed. (12)
3. **Meeting Coordination and Facilitation:** Click or tap here to list the names and roles of the individuals who will coordinate/facilitate the meetings. (13, 14).
4. **Frequency and Location of Meetings:** Click or tap here to include how often you will meet, whether the meetings will be held at regularly scheduled times (i.e., the first Monday of the month), and length of each meeting. Adjust as needed. (8, 9, 10, 11).
5. **Communicating Progress Toward Goals**:Click or tap here to list the names of data team members who are responsible for preparing updates outlining decisions/recommendations and progress toward goals and with whom the updates will be shared. (15).