

CAP Work Plan

CAP members:

Date:

Curricular/Instructional Focus of CAP:

Intended Learning (What do we expect to learn or be able to do as a result of this work? Who will benefit from this work? May also want to indicate why this is of interest to the CAP members.)

Resources Needed (What resources are needed to be able to do this development work? This can include tools and materials.)

The Work (What are the steps or processes the CAP will engage in to do the development work? What is the timeline for the steps/processes?)

What are the responsibilities of the various CAP members? Include the monthly dates for when the CAP will meet as well as planned meetings with principal(s) to keep informed about the work.)
(Need to have three columns for this piece.)

Steps/Processes

Timeline

Responsibilities

Product Focus: How does the CAP expect to share its work and with whom?

Documenting Progress/Reflective Journal: How will the CAP keep a record of progress? Additionally, each CAP needs to reflect on how it does the work as well as the work that is being done so that the Design Team can make modifications in the process for the future.

CAP Consultant: What are the skills and knowledge the CAP will need from a consultant to guide and support the CAP as it engages in its work?