

**Northern Bedford County School District Operational Plan  
September 30, 2010  
Scott King – Superintendent**

ID	Task Name	Legend Resource		Responsibility	Status C-Complete I-In Progress	Milestone	Start	End
		S-Superintendent C&I-Supervisor of Curriculum and Instruction SE-Special Ed Supervisor EP-Elementary Principal MSP-Middle School Principal HSP-High School Principal BM-Business Manager TI-Technology Integrator	ES-Executive Secretary SB-School Board LC-Literacy Council (Lead teacher-elem; Dept. heads-secondary) AT-Administrative Team (S, C&I, SE, EP, MSP, HSP, TI) PS-Professional Staff PDE-Penna. Dept. of Education IU8-Intermediate Unit #8					
	<b>GOAL To conduct the strategic plan mid-point review in our school district, develop for approval strategic plan in the area of Special Education and Educational Technology, and to make the plan a “living” document in our school district while addressing globalization, resiliency, support, 21<sup>st</sup> Century learning, and the use of data along with the essential role of administrators.</b>							
1	<b>PROJECT MANAGEMENT All activities necessary to ensure fidelity of implementation, ongoing measurement of results and accountability.</b>							
1.1	<b>Project Management Activities</b>							
1.1.1	Prepare Project Plan			S	C	10/1/10		
1.1.2	Review of plan by PASA to secure approval and support			PASA	I	10/1/10		
1.1.3	Conduct Start-up meeting with AT to discuss and define roles, as well as project planning			S	C	2/10		
1.1.4	Define the roles of the AT with project responsibility and relate to the Strategic Plan			S	I		3/10	
1.1.5	Organize, coordinate, and participate in monthly meetings with the AT			S, AT	I		3/10	
1.1.6	Participate in communication planning and review			S, AT	I	Quarterly		
1.1.7	Prepare monthly reports for the School Board			AT	I	Monthly		
1.1.8	Record project plan issues and changes			ES	I	Monthly		
1.1.9	Monitor and update project plan			S, ES	I	Quarterly		
1.1.10	Distribute updates to AT			S, ES	I	Quarterly		
1.1.11	Conduct meetings of the AT to review project plan status			S	I	Quarterly		
1.1.12	Prepare summaries of the AT meetings and distribute			S	I	Quarterly		
1.1.13	Prepare subsequent phases of the project plan as needed				TBD			
1.1.14	<b>Deliverable:</b> Project Plan			S		10/1/10		
1.1.15	<b>Deliverable:</b> Monthly status report from S/AT meetings			S		Monthly		
1.1.16	<b>Deliverable:</b> Monthly SB reports by administrators			AT		Monthly		
1.1.17	<b>Deliverable:</b> Project closure report with lessons learned			S				6/11
1.1.18	<b>Deliverable:</b> 2010-11 administrative goals with mid-point and end-of year review results			S, AT				6/11
1.1.19	<b>Deliverable:</b> Project plan for subsequent phases				TBD			
1.2	<b>Project Management Assessment and Evaluation</b>							
1.2.1	Maintain documentation of all project activities			S, ES, AT				6/11
1.2.2	Assign individual administrator responsibilities for the implementation, monitoring, and evaluation of the status of each Strategic Plan area:			S	C	2/10		
	-Academic Standards and Assessment			C&I, EP	I			6/11
	-Special Education			SE	I			6/11
	-Educational Technology			TI	I			6/11
	-Student Services			HSP	I			6/11
	-Professional Education			MSP	I			6/11
	-Teacher Induction			MSP	I			6/11















