PLUGGEDInVA

Partnerships in Planning: Who will be the person or people responsible for leading each section of planning and implementation?

Use this checklist as a planning document within your program to ensure that all elements on the Planning and Implementation Checklist are covered.

PluggedInVA Planning and Implementation Checklist

Planning/Program Development		
Research on Labor Markets, Occupational Training, and Educational Services	People Responsible	Date(s)
_____Identify local employment trends		
_____Identify job and training requirements		
_____Identify gaps in available training services		
_____Identify PluggedInVA staff and responsibilities		
_____Identify potential financial resources and funding		
_____Define expected outcomes and data to be collected		
Partnerships	People Responsible	Date(s)
_____Identify Partners		
_____Discuss plan with potential partners		
_____Define partner and staff roles, responsibilities and contributions.		
_____With partners, decide what data each can contribute for evaluation		

_____Create a project timeline		
_____Develop a memorandum of understanding among partners		
Curriculum Development	People Responsible	Date(s)
_____Research skills and knowledge necessary for entry-level employment in targeted high-demand occupations		
_____Collaborate with postsecondary institution to plan curriculum		
_____Design plan for co-enrollment		
_____Draft learner timeline		
_____Develop curriculum using PluggedInVA Instructor's Manual		
_____Plan for the Capstone project		
_____Develop rubrics: professional soft skills and capstone projects		
_____Develop weekly instructional schedule		
_____Train instructors in curriculum and assessments		
Student Recruitment	People Responsible	Date(s)
_____Establish admission criteria		
_____Create admission forms		
_____Develop admissions process and orientation		
_____Develop and execute recruitment plan		

Implementation		
Instruction	People Responsible	Date(s)
_____Maintain ongoing instructor collaboration		
_____Conduct instructor observations and provide feedback		
_____Establish and maintain peer cohorts		
_____Incorporate mini-capstones and information challenges into instruction		
_____Explicitly include professional soft skills instruction		
_____Focus on digital literacy instruction		
_____Develop a student persistence plan with students		
_____Plan for capstone project work		
_____Present capstone projects		
Advising and Counseling	People Responsible	Date(s)
_____Provide consistent career coaching		
_____Ensure learners receive postsecondary advising and co-enrollment		
Program Administration	People Responsible	Date(s)
_____Attend regular professional development		
_____Oversee fiscal management		
_____Collect data throughout the program		
_____Report to OAEL		

Evaluation		
_____Use guidelines set in the RFP to develop evaluation plan (TBD)		
_____Analyze data collected by partners		
_____Identify gaps in performance targets		
_____Draft plan for revision		