

The Change Proposal

The goal is to prepare a proposal for initiating, implementing, and evaluating a building level change that addresses an actual problem confronting your own school building or an innovation you would like to see addressed in a building in which you were the administrator. The course objective is to demonstrate in the proposal an appreciation of the change process and key principles of successful change initiatives including the critical role of the school leader as described and discussed in the literature and our class discussions.

A. Title

Devise a descriptive but catchy title

B. The Problem or Needs Statement

Define the need (using current research, needs assessments , data)

Identify factors or causes contributing to current conditions that must be addressed

C. Objectives / Intended Outcomes

Identify measurable goals and outcomes

What will change (improve, increase, decrease) as a result of this project/program?

Explain how these objectives are related to organizational mission

D. Description of the Innovation / Intervention with supporting Research

Describe the major components, elements & characteristics of the intervention

Incorporate research supporting the appropriateness /effectiveness of this intervention

Use past school experiences, successes, failures to support new approach

E. Implementation Plan

Provide a conceptual map of the implementation process – the big picture and sequence

Set out the constellations of activities needed to implement the intervention in this setting

Depict the sequence and timeline for implementing various activities

Clarify the actors and groups involved and their roles and responsibilities

Project a realistic timeline for implementation

F. Plan for Monitoring and Evaluating the Intervention

Identify quantitative and qualitative indicators of success

including ways to measure implementation as well as outcomes

Clarify the types of data and means and responsibility for collecting and analyzing it

Indicate how data / experience will be used to enhance implementation or effectiveness

G. Statement of Resources Necessary to Implement the Innovation / Intervention

Prepare a working budget for start up and continuing costs(or savings) associated with intervention taking into account multiple sources and streams of resources.

Identify means to sustain the innovation / intervention over time

Executive Summary – a one page abstract for dissemination to key implementer and stakeholders

