# SCHOOL PLANNING TOOL

Each GEAR UP cluster is responsible for submitting a yearly plan detailing the activities to be paid by their annual allocation. A school planning tool is provided each year, with plans due no later than **June 30**. The GEAR UP staff and the data team want to assist you in creating activities that are meaningful, attainable, and measurable. We will do everything we can to assist you in this process.

## Step 1 & 2: Review Data and Identify Key Goals/Priorities

The planning tool document simplifies the planning process by providing easy access to data collected in your Data Dashboard.  For each R, schools can see data collected for each grant objective, and they can compare individual school (cluster) results to those of the cohort to identify specific strengths and areas of growth. *These survey results are also available in your Data Dashboard, which offers more data, the potential for more specific and in-depth comparisons and will show changes over a greater period of time.

## Step 3: Identify Inputs and Resources

The planning tool also incorporates each school's Career and College Readiness Inventory (CCRI) and previous plan activities. Look at the CCRI as a means to identify any gaps in services or activity effectiveness, as well as generate ideas for new activities you can incorporate or modify.  *This is a printed copy of the online version available in your Data Dashboard.

## Step 4: Develop Your Plan

The next step in the process is to articulate how you plan to address each R in your annual plan. You will need a title, detailed description & scope, how you will judge the impact of the event, your thoughts on sustaining the activities, and your budget.

## Step 5: Evaluate Your Activities

In order to inform future plans and activities, it is imperative for you to evaluate the success of your efforts. The Events and Cost Share Tracker has a few simple evaluation questions for you to assess after the event is over.