



Interactive Dashboard Workshop *Sample AGENDA*

Day long programming that accomplishes:

- Open to Future Ready Project Managers at Future Ready Districts.
- First self-assessment plus one gear assessment is a requirement.
- Superintendent nominates the Project Manager as the official designee.
- Additional checklist for successful participation to be developed.

Introduction (8:30 – 8:45 am)

- Overall vision for the dashboard the role is can plan in leadership and action planning.
- FRS privacy policy and your state’s waiver process
- Setting Objectives for the Day
 - Gain a comprehensive understanding framework and all components of the dashboard
 - Be able to create, analyze and export reports
 - Use gaps, strategies, and recommend resource
 - Create, organize, and distribute group codes for stakeholder input
 - Master Gear level assessments & creating consolidated reports

Framework Introduction of Each Gear (8:45 – 9:15)

- Sharing & Brainstorming
- Check for Understanding with a Hands-On Activity (To be developed)

Reflection on the Leadership Report and Dashboard Components (9:15 – 10:00)

- Scores of Gears, Elements, and Rubrics
- Gaps and Strategies
- Action Planning (Vision and Goals) – Go through Curriculum and Instruction (Gaps, strategies, and planning on a big scale to show overall components)
- *TEAM ACTIVITY: Design the next meeting you have on FRS when you get home. You’ll want to make sure your whole team is registered, all have access to the report, you are ready to present and offer a description of the report, explain the use of gaps and strategies, and brainstorm your team about next steps on action planning. (Template Email provided with registration instructions)*

Manage Teams and Codes for Stakeholder Engagement (10:00 – 12:00)

- Describe the difference between the two assessments and why (compare and contrast – show the benefits of populating the consolidated report assessments)
- Who do you want to get input from?
- Think through user management strategies

TEAM ACTIVITY: Begin drafting a team plan to gather stakeholder input through the dashboard. Which audiences, what gears, and timelines for completion would be a great start.

Working Luncheon: Chat & Chew with Birds of a Feather (By Role) (12:00-1:00 pm)

Gear By Gear Planning (Report, Consolidate, and Analyze) (1:00 – 2:30 pm)

- Overview of Benefits Statement of Step Two
- Go through one consolidated report assessment and discuss
 - Review gaps and strategies – (Show features of adding new strategies)
 - Check out resources

TEAM PROJECT: For ongoing improvement of the dashboard, please identify a list of artifacts that would be helpful to be included in the dashboard – offer ideas of who may have exemplars and templates.

Generating Reports, Exporting, Measuring Impact and Tracking Progress (2:30 -4:00 pm)

- District Assessment Archive – Tracking Progress over time
- Reviewing Reporting History - How many took the survey and when

TEAM Project: Write your communications to teachers, board members, and parent to gather stakeholder assessment data for the consolidated report.

Full Group Wrap Up (4:00 -4:30 pm)

- Participant Share Out
- Get Input and Feedback

Next Steps Commitments & Challenges (4:30- 5:15 pm)

- Each participant own next steps to the full group
- Challenges to the group or FRS to connect and share