

Strategic Planning User Guide

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Getting started

The topics in this section cover how to use the Strategic Planning module for planning - to fulfil the governance role required by schools to ensure your school's planning and practices reflect guidelines and community expectations.

Description

Strategic planning is the process of reflecting on past performance, establishing future directions, and deciding what will constitute success.

Dashboard

The Dashboard displays the School Plan, Annual Plan and Management Plan. It also displays the most current School Plan.

Alternatively, you can use the index on the right-hand side.



Target audience

- Executive staff

Content


- Strategic plans
- Management plans
- Printing plans

Strategic plans

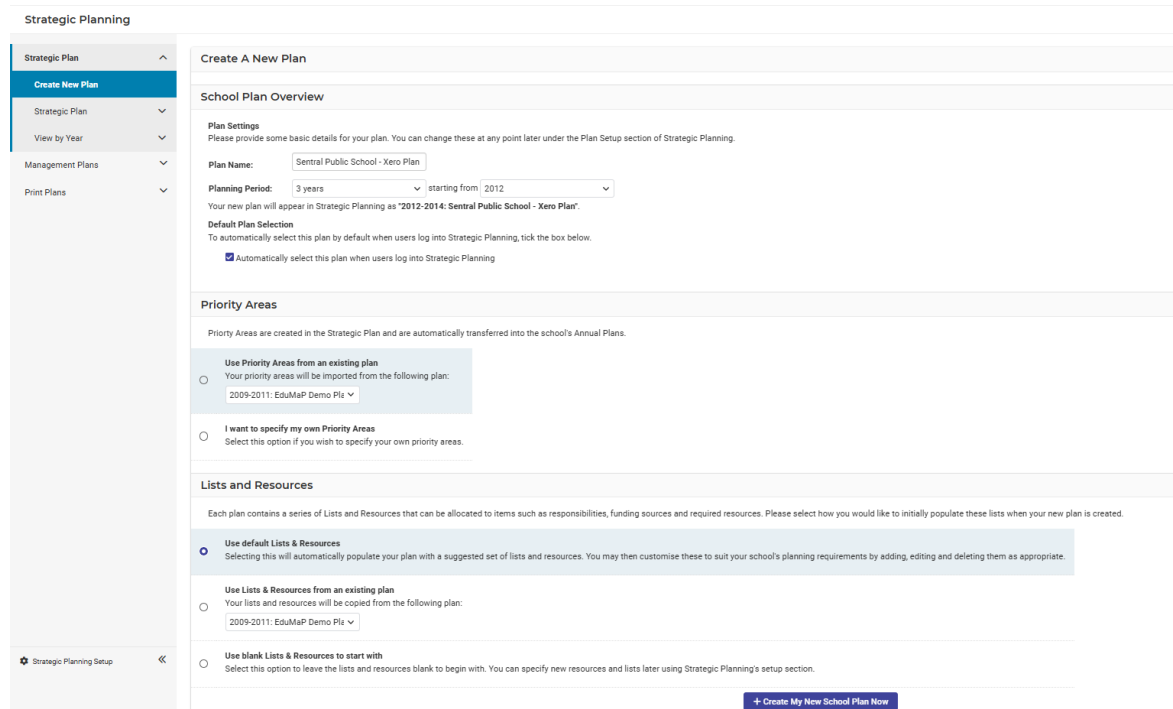
Overview

Strategic plans are created using a three-year cycle but can be viewed and modified on an annual basis. Management plans are separate one-year stand-alone planning guides.

Steps

1. Select the menu icon  and choose **Strategic Planning**.
2. Select **Strategic Plan** in the left menu and choose **Create New Plan**.

The Create a New Plan screen displays.



3. Complete all three areas:
 - School Plan Overview
 - Priority Areas
 - Lists and Resources.
4. Select **Create My New School Plan Now**.

The plan is saved and you can continue.

Tips For Getting Started

- You can now set your annual targets directly from the School Plan Summary screen
- You can view and edit the outcomes and strategies for a Priority Area by clicking on the Go to this Priority Areas Plan link on the School Plan Summary screen
- You can modify various properties of your plan, including lists and resources, by going to the **Setup** menu and selecting **Planning Setup**
- You can print a **walkchart** of your School Plan by selecting the **Walkchart** item under the **School Plan** menu
- To switch to the **EduMap Demo Plan** or any of your other plans, click the 'Active Plan' box at the top right hand corner of the application

5. To complete the school context area of the plan:
- Select **Strategic Plan** in the left menu and choose **School Context**.
 - Select **Edit**.

The screenshot shows the 'House Stark' Strategic Planning interface. On the left is a sidebar menu under 'Strategic Planning' with options: Strategic Plan (expanded), Create New Plan, Strategic Plan, School Context (selected), Strategic Summary, Strategic Priorities, Wall Chart, View by Year, Management Plans, Print Plans, and Strategic Planning Setup. The main content area is titled 'School Context' and contains a list of school context points: 'Lower than state average in literacy and numeracy.', 'Effective at lifting our lower ability students in literacy and numeracy but not top students.', 'Inconsistent implementation of Aboriginal perspectives.', 'Inconsistent implementation of QT in Stage 5 assessment tasks. GATS students being extended with authentic tasks.', 'Dissatisfaction with levels of engagement and quality of the teaching learning environment.', 'Increase in suspension rates for violence, made up of 81% males, and persistent disobedience - 76% males.', 'Partner school identified positive actions in E class and Year 6 transition program.', 'Parents have requested more media links.', 'Positive perception in the community with linkages to other agencies.', 'Limited use of school facilities by community groups and sharing of resources.', and 'General negative image of school in community reported'. An 'Edit' button is in the top right of the content area, and a 'Hide School Context' link is at the bottom.

- Enter information about your school for School Context.
- Select **Save**.

6. To complete the Strategic Summary section of the plan:

a. Select **Strategic Plan** in the left menu and choose **Strategic Summary**.

The screenshot displays the 'House Stark' Strategic Planning interface. The left sidebar contains a menu with 'Strategic Plan' selected, showing options like 'Create New Plan', 'Strategic Plan', 'School Context', 'Strategic Summary' (highlighted), 'Strategic Priorities', 'Wall Chart', 'View by Year', 'Management Plans', and 'Print Plans'. The main content area shows the 'Strategic Summary' for 'Priority Area: Literacy'. It includes an 'Add a New Priority Area' button, 'Edit' and 'Remove' buttons, and a list of 'Intended Outcomes'. Below this is a table of 'Targets' for the years 2009, 2010, and 2011. The 2009 target is 'To improve student performance in literacy such that 85% of all students are achieving state benchmarks'. The 2010 and 2011 targets are 'No annual targets defined'. A similar section is visible for 'Priority Area: Numeracy'.

House Stark

Strategic Planning

Strategic Plan

Create New Plan

Strategic Plan

School Context

Strategic Summary

Strategic Priorities

Wall Chart

View by Year

Management Plans

Print Plans

Strategic Planning Setup

Add a New Priority Area

Priority Area: Literacy

Edit Remove

Intended Outcomes

- Increased levels of literacy achievement for every student in line with State Plan targets
- Diminished gap in literacy achievement between Aboriginal students and all students
- Improved state-wide diagnostic assessment of literacy learning in Kindergarten

Targets

2009	To improve student performance in literacy such that 85% of all students are achieving state benchmarks
2010	No annual targets defined
2011	No annual targets defined

Priority Area: Numeracy

Edit Remove

Intended Outcomes

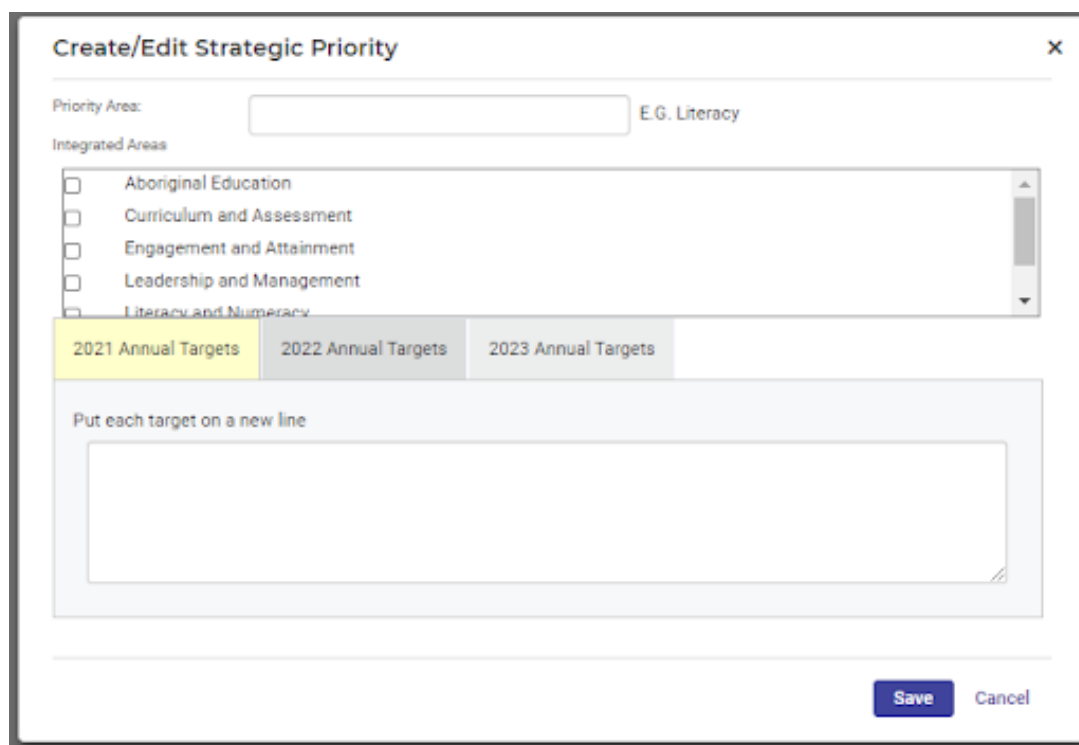
- Increased levels of numeracy achievement for every student in line with State Plan targets
- Diminished gap in numeracy achievement between Aboriginal students and all students
- Improved state-wide diagnostic assessment of numeracy learning in Kindergarten

Targets

2009	To raise the numeracy standards of all students in the number and data strands.
2010	No annual targets defined
2011	No annual targets defined

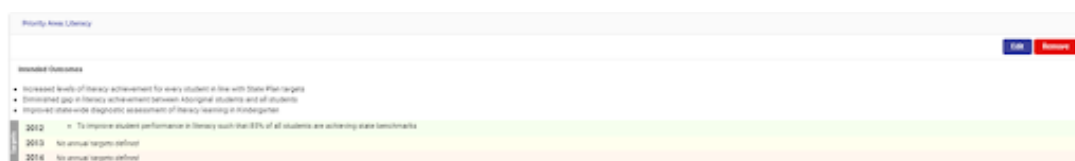
b. Do one of the following:

i. Select **Add a New Priority Area**.



ii. Name the Priority Area, select the Integrated Areas and then your school targets by year and **Save**.

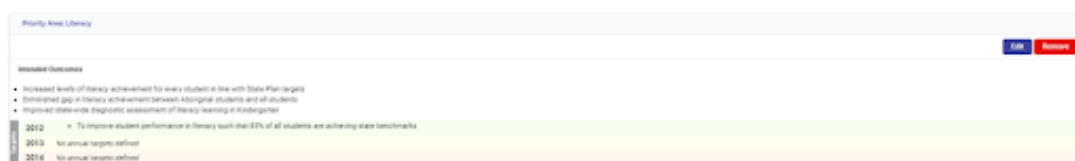
The new priority area displays under Strategic Priorities in the left menu.



The abbreviations below are the Integrated Areas.

AE CA EA LM LN OE

iii. Name the Priority Area, select the Integrated Areas and then your school targets by year. Select **Save**.



The abbreviations below are the Integrated Areas.

AE CA EA LM LN OE

c. Select **Edit** next to an existing Priority Area. Update details and select **Save**.

d. Select **Remove** next to an existing Priority Area. Select **OK** to confirm removal.

7. To continue work on each Priority Area and the related Intended Outcomes:

- Select the hyperlink for the Priority or expand Strategic Plan in the left menu, select Strategic Priorities and choose the listed Priority Area.

School Plan - Priority Area: Literacy By the end of 2014

Intended Outcomes [Add New Outcome](#)

1) Increased levels of literacy achievement for every student in line with State Plan targets	Add	Remove
2) Eliminated gap in literacy achievement between Aboriginal students and all students	Add	Remove
3) Improved state-wide diagnostic assessment of literacy learning in Kindergarten	Add	Remove

Strategies [Add New Strategy](#)

Strategies	Indicators	2012				2013				2014				Responsibilities	Resources	Funding Sources
		1	2	3	4	1	2	3	4	1	2	3	4			
Use whole school planning processes to identify aspects of literacy underperformance for particular student cohorts and for individual students	Teachers trained and display confidence in teaching DfT as well as students with learning difficulties Decreased proportion of lowest performing students not meeting literacy minimum standards in accordance with the State Plan targets Reduced literacy achievement gap between Aboriginal students and all students													All Teachers	• Consultancy	None
Use whole school planning processes to evaluate the quality of literacy teaching, implement school-based, regional and state-	Program active, implemented and ideas shared													Literacy Committee	• Literacy Committee	None

- Under Intended Outcomes, add, edit or remove outcomes for the selected priority area.
- Under Strategies add or edit strategies related to the priority area.
- Select the hyperlinked Strategy to drill down and add, edit or remove related indicators for the strategy.

Implement the 2008 K-12 Literacy Policy to guide teaching in schools and improve student literacy achievement.

School Plan - Priority Literacy - Strategy: Implement the 2008 K-12 Literacy Policy to guide teaching in schools and improve student literacy achievement.
Linked to the following outcome: Increased levels of literacy achievement for every student in line with State Plan targets

[Edit Strategy](#) [Remove](#)

Indicators [New Indicator](#)

Indicators	2012				2013				2014				Responsibility	Resource Allocation	Funding Area	Status
	1	2	3	4	1	2	3	4	1	2	3	4				
Use DfT as a tool to understand the importance of reading and comprehension													All Teachers	• Grade Supervisor • Literacy Committee	Literacy Assistance Program \$400	Add
All faculties have a focus upon improving reading skills													None	• Consultancy	None	Add
Improved performance measured in post testing													Principal	• Supply Principal • Grade Supervisor	None	Add
Impact of K-12 literacy policy on school learning programs and student literacy achievement													None	• None	None	Add

- To view a read only tabulation of the data from your Priority Areas, select **Strategic Plan** in the left menu and choose **Wallchart**.

Wall chart

LITERACY	LITERACY	STUDENT ENGAGEMENT AND RETENTION
Intended Outcomes <ul style="list-style-type: none"> Increased levels of literacy achievement for every student in line with State Plan targets Eliminated gap in literacy achievement between Aboriginal students and all students Improved state-wide diagnostic assessment of literacy learning in Kindergarten 	Intended Outcomes <ul style="list-style-type: none"> Increased levels of numeracy achievement for every student in line with State Plan targets Eliminated gap in numeracy achievement between Aboriginal students and all students Improved state-wide diagnostic assessment of numeracy learning in Kindergarten 	Intended Outcomes <ul style="list-style-type: none"> School culture and practice that responds and responds to every student's aspirations, culture, gender and learning potential Quality teaching practices used for every student with particular attention to personalised learning A rigorous curriculum of learning from P-12 which provides for every student with particular emphasis on transition points Improved social and emotional wellbeing and skills for life for every student Increased parental engagement in supporting their child's learning Increased proportion of students completing Year 12 or recognised vocational training
ABORIGINAL EDUCATION AND TRAINING	TEACHER QUALITY	CONNECTED LEARNING
Intended Outcomes <ul style="list-style-type: none"> By the year 2012, Aboriginal student outcomes will match or better outcomes of the broader student population Teaching and learning strategies strengthened through the implementation of quality evidence-based programs and initiatives Increased proportion of Aboriginal students completing Year 12 or recognised vocational training Increased Aboriginal parental engagement in supporting their child's learning 	Intended Outcomes <ul style="list-style-type: none"> Strengthened teacher capacity to improve student learning outcomes Enhanced school leadership capacity for school improvement Increased number of teachers accredited with the Institute of Teachers 	Intended Outcomes <ul style="list-style-type: none"> Enhanced state-wide access to digital educational resources for learning and teaching and for teacher professional learning Innovation in the use of interactive technologies for learning, teaching and for teacher professional learning Broader curriculum options for every student through information and communication technologies and communities of schools

View by Year

Overview

Use the information in this topic to view any Annual Plan by Summary, Priorities and Target Summary.

Summary

Priority Area	Intended Outcomes	Annual Targets	Timespan			
			T1	T2	T3	T4
Literacy	<ul style="list-style-type: none">Increased levels of literacy achievement for every student in line with State Plan targetsDiminished gap in literacy achievement between Aboriginal students and all studentsImproved state-wide diagnostic assessment of literacy learning in Kindergarten	To improve student performance in literacy such that 80% of all students are achieving state benchmarks				
Numeracy	<ul style="list-style-type: none">Increased levels of numeracy achievement for every student in line with State Plan targetsDiminished gap in numeracy achievement between Aboriginal students and all studentsImproved state-wide diagnostic assessment of numeracy learning in Kindergarten	To raise the numeracy standards of all students in the number and data strands				
Student Engagement and Retention	<ul style="list-style-type: none">School culture and practice that respects and responds to every student's experiences, culture, gender and learning potentialQuality teaching practices used for every student with particular attention to personalised learningA rigorous continuum of learning from P-12 which provides for every student with particular emphasis on transition pointsImproved social and emotional wellbeing and skills for life for every studentIncreased parental engagement in supporting their child's learningIncreased proportion of students completing Year 12 or recognised vocational training	To improve engagement and the teaching and learning environment				
	<ul style="list-style-type: none">By the year 2032, Aboriginal student outcomes will match or better outcomes of the broader					

Priorities

Annual Plan								Edit	
Annual Targets:	To improve student performance in literacy such that 80% of all students are achieving state benchmarks								
Intended Outcomes:	1. Increased levels of literacy achievement for every student in line with State Plan targets 2. Diminished gap in literacy achievement between Aboriginal students and all students 3. Improved state-wide diagnostic assessment of literacy learning in Kindergarten								
Planning									
Key Implementation & Evaluation Strategies	Indicators	Actions	Timeframe				Responsibility	Resource Allocation	Options
			T1	T2	T3	T4			
Use whole school planning processes to identify aspects of literacy underperformance for particular student cohorts and for individual students	Teachers trained and display confidence in teaching LARs as well as students with learning difficulties	Teachers brainstorm using brain the trainer model	Green	Green	Green	Green	All Teachers	<ul style="list-style-type: none">Consultants	Edit Actions
Use whole school planning processes to evaluate the quality of literacy teaching. Implement school-based, regional and state-wide professional learning programs that will increase teachers' capacity to identify and address students' literacy learning needs	Program written, implemented and data shared	Writing seminars delivered to target 8 students	Green	Green	Green	Green	Literacy Committee	<ul style="list-style-type: none">Literacy Committee	Edit Actions
Implement the 2008-12 Literacy Policy to guide teaching in schools and improve student literacy achievement	Staff at all schools understand the importance of reading and comprehension	Draft development undertaken to review understandings of reading strategies	Green	Green	Green	Green	All Teachers	<ul style="list-style-type: none">State SupervisorLiteracy Committee	Edit Actions
	All faculties have a focus upon improving reading skills	SDC used to develop staff skills	Green	Green	Green	Green	None	<ul style="list-style-type: none">Consultants	Edit Actions

Move between tabs - Planning, Activities, Budget and Evaluation.


Planning Activities Budget Evaluation

Target Summary

The information will reflect the three years of a strategic plan.

Target Summary 2013
<ul style="list-style-type: none">Literacy - To improve student performance in literacy such that 80% of all students are achieving state benchmarksNumeracy - To raise the numeracy standards of all students in the number and data strandsStudent Engagement and Retention - To improve engagement and the teaching and learning environmentAboriginal Education and Training - To increase the percent of ATSI students achieving state benchmarks from 38% to 40%Teacher Quality - To reduce the number of student referrals from 15% to 9% for all studentsPersonalised Learning - Improved use of technology and iPads in classrooms

Create new management plan

1. Select the menu icon  and choose **Strategic Planning**.
2. Select **Management Plans** in the left menu and choose **Create New Plan**.

The Create New Management Plan screen displays.

Create New Management Plan

Management Area

Focus Areas

☐ Student Welfare & Equity
 ☐ Parents & Community
 ☐ Literacy
 ☐ Numeracy
 ☐ Technology

3. Enter a name for the management area and select the focus area.
4. Select **Create Plan**.
5. Select **Summary** in the left menu.

The current management areas display.
6. Select the Area.
7. Select **Add New Strand/Area**.
8. Edit the Action, specific Date/Deadline, Success Indicators, Resource Allocation and Responsibility and tick the timeframes.
9. Add a New Action/Strategy.

Planning Budget Evaluation									
Strands/Areas									
1) Example									Add New Strand/Area
2) Edit									Edit
3) Add									Add
4) Delete									Delete
2013 Actions/Strategies									
Add New 2013 Action/Strategy									
Strand/Area	2013 Action/Strategy	Time				Specific Date/Deadline	Indicators/Activities	Resource Allocation	Responsibilities
		11	12	13	14				
Example	Plan and coordinate school concert expenditure						Money in / out, admission to concert venue, Hall booking, Bookings payment		All Teachers
Art	Use of art specialist						Team working component using specialisation skills of pupils	Deputy Principal	All Teachers
	Update art supplies						Coordinate current supplies, order specific requirements for by parent support team		Parents and Community Committee
Music	Take dance group for Regional festival						Performance at Regional festival		The Orlans

Print plans

Overview

Use the information in this topic to print the School Plan, Annual and Management Reports.

You can print a standard or customised report.

The screenshot shows a web form titled 'Sentral Public School School Plan Report'. It asks 'What will be the title of this report?' with a text input field containing '2012 - 2014 School Plan'. Below this, it asks 'Do you want to make a standard report?'. There are two options: 'Yes, I want to make a standard report' (highlighted in blue) and 'No, I want to customise the report'. The 'Yes' option includes a description: 'This report will include a cover page, a summary, and reports for all priorities. This report will never split across multiple pages.' The 'No' option includes a description: 'Choose whether you want a cover page, a summary, and select which priorities to report on. You can also choose the field splitting rules.' A 'Next' button is at the bottom left. On the right, a 'Report Details' box lists report components: Title (2012 - 2014 School Plan), Cover (Included), Summary Report (Included), Headings (Standard), Years (All), Priorities (All), Summary Split (Never split), Detail Split (Never split), and Action (Show in browser). A 'Print' button is at the bottom right of this box. A small note at the bottom right states: 'If a field is not set to split, the report will try to place the entire field on one page. Depending on the amount of data, this may produce unwanted empty space. If this happens try splitting across fields until you produce the desired report format.'

For Annual Reports you can run the plan, the budget or evaluation.

The screenshot shows a web form titled 'School Annual Report'. It has two tabs: 'Premade Reports' (selected) and 'Advanced Reports'. On the right, there is a 'Year to report:' dropdown menu set to '2012' and a checkbox 'Include year in the Report Name' which is checked. Below this is a 'Report Name:' text input field containing 'Annual Report'. On the left, there are three radio button options: 'Planning Report', 'Budgeting Report' (selected), and 'Evaluation Report'. Each option has a description of what it includes. For example, 'A planning report includes: A cover page, A summary document, Planning reports for all priorities'. At the bottom left, there is a green 'Generate Report' button.

1. Ensure you select the Plan type, the year for reporting and the name.
2. There are premade and advance reports. The difference is with advanced you can define more detail from a selection panel.
3. Click the green Generate Report button