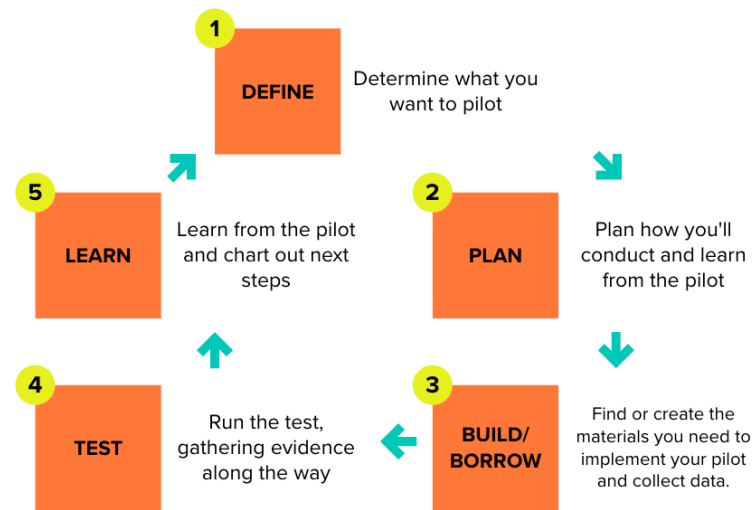


PILOT PLAN

DESIGN SPRINT *beta*



This first page gathers critical summative information about your pilot. You may update it as you work through the tool.

Our Pilot: [Copy the description from box 2.1]	
Which group of students will we target in this pilot?	What is our SY21 goal for this group of students?
Specifically, how many students will be supported through this strategy?	Who will need to be involved to ensure the success of this pilot?

1) DEFINE: Determine what you want to pilot.

Identify what you know so far and what you want to learn. Describe the idea for the pilot that will help you learn.

1.1 What do we know from our empathy data?

What did you hear from students or other stakeholders? What **existing data** do you have that helps you understand the challenge or the problem?

[type here]

1.2 What is the problem you are trying to solve in this pilot?

What can this pilot answer that will support your instructional recovery efforts or goals? Explain.

The problem we want to solve is **[insert problem here]** OR

[Users] need a way to **[solve a specific problem]** because/so that **[insight]**.

Tip: Pilots often (not always) give opportunities to learn about one of three things:

Outcomes: “To what extent does the pilot produce _____ [a certain intended outcome] for _____ [certain groups - learners, educators, etc.]? Why? How does this vary?”

Attitudes: “To what extent do _____ [certain groups - learners, educators, etc.] feel _____ [a certain intended attitude (engagement, enjoyment, finding it worthwhile, etc.)] about the experience? Why? How does this vary?”

Feasibility: “To what extent do _____ [certain groups - educators, leaders, etc.] find it feasible to implement this experience effectively? Why? How does this vary?”

1.3 What do you want to learn?

Consider your literacy and numeracy philosophy, individual student needs, and empathy interviews.

[type here]

1.4 The idea for your pilot...

What will you test this spring or summer in order to strengthen your full-scale tutoring launch? How is this informed by your empathy data?

[type here]

Checklist. If you can positively answer each question below, move forward to 1.5.

- ☐ Does this pilot test an assumption embedded in your new schedule or goals?
- ☐ Does your pilot respond to your data?
- ☐ Is the learning likely to support greater efficacy of your use of tutors in SY21?

1.5 As a result of the pilot, what will be true for students? Teachers? Families?

“If we do this in our pilot, then...” or “We are doing this pilot so that...”

Note: This should be aligned with the data you intend to collect, see 2.5.

[type here]

1.6 How does this connect to goals for your instructional recovery?

Feel free to add bullets here to explain what you hope your school/organization will accomplish in SY21 in response to the pandemic.

[type here]

2) PLAN: Plan how you'll conduct and learn from the pilot.

Get specific about with whom, when, and where you will pilot. Plan how you will collect data. Decide when and where you will reflect.

2.1 What will you be doing?

Describe in greater detail your exact pilot and its structures. Feel free to add links here that will help illustrate your plans (e.g. storyboard, a narrative, a video explainer, etc). Imagine you are explaining this plan to a new team member.

[type here]

2.2 With whom?

Answer each of the following:

- who needs to be involved in order to implement the pilot
- who needs to champion the plan on the sidelines
- who will be directly and indirectly impacted

[type here]

2.3 When

[type here]

2.4 Where

[type here]

Plans for Collecting & Reflecting on Data

Remember: The data collected **must** align with what you hope to learn, box 1.3 above.

Consider collecting data on: dosage, growth, use of a specific tool, variation in adult implementation, profile of students in pilot, etc.

2.5 What data will you collect? Consider [Expansive Measures](#).
Add a row for each data type. Then, align 2.6 and 2.7.

[type here]

2.6 Who will be responsible for collecting data?

[type here]

2.7 When, where, and who will you be a part of the reflection? (Calendar it now!)

[type here]

[type here]	[type here]	[type here]

Resources:

[Expansive Measures of Success Overview](#)

[Pithy Pitfalls of Measurement](#)

[The Paradox of Measurement](#)

3) BUILD/BORROW: Create and/or find the materials you need.

3.1 Brainstorm all the components you will need to run the pilot & collect evidence.

E.g. protocols, student routines, sign-up forms, curricular materials, teacher PD materials, activity kits, exit tickets, surveys, etc.

[type here]

3.2 Plan how your team will build/borrow specific components for your pilot.

What additional information or resources do you need in order to accomplish your pilot?

What do you need to build/borrow in order to run the pilot and collect evidence?	Who will research this?	What source did you use for research?	What did you learn?

[Collection of Tutoring Articles, Research, and Blogs](#)
[High Impact Tutoring Evaluation Checklist](#)
[CityBridge Tutoring Partners Landing Page](#)

If you need an additional project planning tool, [find a simple template here.](#)

4) TEST: Go ahead and try it!

Implement your idea and pay attention to how it feels and how it works. **You must include: pilot schedule and annotate the specific elements of that schedule or practice that was piloted.**

[DROP PILOT SCHEDULE HERE]

Document what actually happened during the test (videos, photos, survey responses, student work, observation notes, etc.) and record any surprises in your notes (optional)

4.1 Linked Data Sources	
Notes	[link sources here]
Videos and/or Photos	[link sources here]
Surveys	[link sources here]
Other	[link sources here]

5) LEARN: Learn from the pilot and chart next steps.

Revisit what you wanted to learn and the emerging answers and potential implications. Have a meeting to review the findings with others and determine the next steps.

5.1 What did you want to learn?	5.2 Your emerging answer	5.3 Implications and next steps

5.4 What did you learn that validated your goals for instructional recovery and reopening?	5.5 What did you learn that suggests that you need to tweak something in your recovery or reopening plans?

Note: Your pilot likely occurred in a fully virtual or hybrid setting. How will you adjust or revise your plans for an in-person setting.

Next steps

5.6 What will you revise about your design?	5.7 What will you do to build conditions for further implementation of the design? Consider procurement, staffing, or additional schedule changes here.
5.8 What will you communicate from this pilot, and to whom? How will you follow-up with the stakeholders your conducted empathy interviews with?	5.9 What pilot(s) might you want to run before the start of SY21?

Source: This tool is based on the Transcend Education Pilot Portfolio.

[PILOT PLAN QUICK CHECKLIST](#)