

ool: Team Name:

Team Leader:

m Members:

trict Goal(s):

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Team SMART Goal	Strategies and Action Steps	Who Is Responsible	Target Date or Timeline	Evidence of Effectiveness

Artifact Tracking Sheet

Artifact Type (be specific) <ul style="list-style-type: none"> • Data table • Student work • Teacher lesson plan(s) • Teacher instruction calendar • Test Items • Unit plan 	Observed Learning Gap (as evidenced by artifact) <i>or</i> Observed Instructional Gap (as evidenced by artifact)	Relative Significance (if learning gap observed) <i>How Important is this skill/concept?</i>	Prominence (if learning gap observed) <i>Speculate as to how widespread this gap is with all the students.</i>
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5
	LG IG	1 2 3 4 5	1 2 3 4 5

Action Plan Tracking Sheet

GOAL:					
Instructional Tactic (be specific) <i>What will be done?</i>	Tactic Method <i>Specifically how will it be done?</i>	Acting Party <i>Who will do it?</i>	Frequency <i>How often will this task be done?</i>	Completion Date	Verifying Artifacts <i>Which artifacts will serve as evidence that the instructional tactic has been implemented?</i>
Evaluation Metric					