

**Purpose:**

This protocol is intended to help a team plan concrete steps it will take to reach desired goals. With respect to the VT Seminar Series, the goal for this protocol is to support your team's planning for the May and June sessions and your team time.

**Process**

1. **Review PBL Implementation Flowchart** (5 min)
2. **Project into the future.** (5 min) Consider your district / SU in December of 2015.
  - Discuss in the **present** tense: Where are you with this work? What is happening in your schools? What are teachers, students, community doing?
  - Write descriptions on chart paper.
3. **Reflect on the past.** (5 min) Consider your district / SU in May of 2015.
  - Discuss in the **past** tense: Where are you with this work? What is happening in your schools? What are teachers, students, community doing?
  - Write descriptions on chart paper.
4. **Discuss concrete steps.** (15 min)
  - Discuss in the **past** tense: What steps did we take to get from where we were (May, 2015) to where we are (December, 2015)?
  - Use sticky notes or chart paper to record steps.
5. **Chunk the work.** (30 min)
  - What steps should happen during team time in May sessions? June sessions?
  - Frame these steps as tangible products or outcomes.
    - Sort them into 4 categories: May team time, June team time, other planning/PD.
6. **Next step:** Utilize team time agenda templates to plan team time.