**IMPLEMENTATION PLAN**

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| **Step 1: Project Planning and Preparation (2–3 months prior to the campus visit)** |
| * **Identify Postsecondary Institute (PSI)**   + 🏫 Type of institution:   + 📝 Reason for selection:   + 📍 Distance from school: |
| * **Decide on Timing of the Campus Visit**   + 🗓️ Preferred season or month:   + 📌 Considerations (State testing dates, PSI availability, sports schedules, etc.): |

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| **Step 2: Logistics and Partnerships (1.5–2 months prior to the campus visit)** |
| * **Contact the PSI**   + 👤 Institution contact name:   + 🏢 Department/office:   + 📧 Contact info (phone/email):   + 📆 Confirmed tour date(s):   + 🎓 Planned activities (tour, panel, workshops): |
| * **Secure Funding for Transportation and Meals**   + 🚌 Transportation cost estimate:   + 🍽️ Meal plan cost estimate:   + 💰 Funding sources (check all that apply):   [ ] School budget [ ] District funds [ ] Local sponsor [ ] Grant [ ] Other: |

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| **Step 3: Safety and Supervision Planning (1 month prior to the campus visit)** |
| * **Develop Student Safety Plan**   + 👥 Number of chaperones needed:   + 📋 Assigned chaperones/staff:   + 🚨 Emergency plan and contacts:   + ⚕️ Medical and accessibility notes:   + 👕 Student Identification Plan:   [ ] Students will wear school-provided t-shirts [ ] Students will wear matching school colors [ ] Other: |

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| **Step 4: Stakeholder Communication Plan (3–4 weeks prior to the campus visit)** |
| * **Communication Timeline and Channels**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **🧑‍🤝‍🧑 Stakeholder** | **📨 Message Details** | **📞 Method** | **📅 Deadline** | **✅ Sent?** | | School Admin |  |  |  | [ ] | | Teachers |  |  |  | [ ] | | PSI Contacts |  |  |  | [ ] | | Parents |  |  |  | [ ] | | Students |  |  |  | [ ] | |
| * **Create Materials**   + 📂 Parent packet checklist:   [ ] Permission slip [ ] Itinerary [ ] Contact info [ ] Student expectations   * 🧠 Student preparation plan: * 📑 Staff tour schedule and assignments: |

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| **Step 5: Execution: Campus Visit Day!** | |
| * 📋 **Checklist for the day**: | * 📝 Notes: |

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| **Step 6: Post-Campus Visit Follow-Up (Within 1 week of the campus visit)** |
| * **Reflection and Feedback**   + ✍️ Student reflection activity plan:   + 🧑‍🏫 Teacher/Staff debrief notes:   + 💌 “Thank you” sent to PSI:   [ ] Yes 📅 Date sent:  [ ] No   * 📓 Additional notes: |