**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**

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| **🧑‍🤝‍🧑 Stakeholder** | **📨 Message Details** | **📞 Method** | **📅 Deadline** | **✅ Sent?** |
| School Admin |  |  |   | [ ] |
| Teachers |  |  |  | [ ] |
| PSI Contacts |  |  |   | [ ] |
| Parents |  |  |  | [ ] |
| Students |  |  |  | [ ] |

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| * **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:
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