IMPLEMENTATION PLAN

Step 1: Project Planning and Preparation (2–3 months prior to the campus visit)

- **Identify Postsecondary Institute (PSI)**
 - Type of institution:
 - Reason for selection:
 - P Distance from school:
- **Decide on Timing of the Campus Visit**
 - Preferred season or month:
 - ✓ Considerations (State testing dates, PSI availability, sports schedules, etc.):

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:

0	Sunding sources (check all that apply):
	[] School budget [] District funds [] Local sponsor [] Grant [] Other:

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:

Step 4: Stakeholder Communication Plan (3–4 weeks prior to the campus visit)

• Communication Timeline and Channels

ሰ ነስ Stakeholder	Message Details	Method	17 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:

Step 5: Execution: Campus Visit Day!				
Checklist for the day:	• Notes:			



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 Toate sent:
 - [] No
- Additional notes:

