

**At-A-Glance:**  
**GLISI's Protocol for Implementation of Team-Based Improvement**

<b>Protocol Task #1</b> <b>CREATE</b>	<b>Create an Initial Better-Seeking Team (I-BST)</b>
<p>1.1 Recruit people to serve on an Initial Better-Seeking Team to lead the initiative of Team Based Improvement</p> <p>1.2 Orient and focus the Initial Better-Seeking Teams on their roles and accountability in the Team-Based Improvement process</p>	
<b>Protocol Task #2</b> <b>LEAD</b>	<b>Lead the I-BST to Analyze the Data</b>
<p>2.1 Identify data the I-BST will need to access that is related to improving the district's graduation rate, dropout rate, and student progression</p> <p>2.2 Lead the I-BST to develop Need Statement(s) describing the performances needed to improve the district's graduation rate, dropout rate, and student progression</p> <p>2.3 Lead the I-BST to identify performance measure(s) for each identified need</p> <p>2.4 Lead the I-BST in using the SMART Goals, SMART Charge Worksheet to write each need in the form of a SMART Goal</p>	
<b>Protocol Task #3</b> <b>LEAD</b>	<b>Lead the I-BST to Refine SMART Goals</b>
<p>3.1 Work with the I-BST to refine each SMART Goal</p> <p>3.2 Ensure that the SMART Goals are within the district's/school's control to improve, or can be influenced with external stakeholder support</p>	
<b>Protocol Task #4</b> <b>LEAD</b>	<b>Lead the I-BST to Analyze Causes</b>
<p>4.1 Train the I-BST members to collect data, use quality tools and additional information to validate or confirm the suspected causes of each need.</p> <p>4.2 Train the I-BST members to sort the validated causes by: category and impact</p>	
<b>Protocol Task #5</b> <b>CASCADE</b>	<b>Cascade the Work to Multiple Teams (BSSTs)</b>
<p>5.1 Lead the I-BST to select BSSTs and assign high-leverage cause(s) to these additional teams for solution development</p> <p>5.2 Lead the I-BSTs to orient and train BSST members in analyzing data, developing SMART Goals, and determining the root cause(s) of their assigned cause(s)</p> <p>5.3 Train the I-BST and BSST members to use the Plan-Do-Check-Act Cycle in their work</p>	

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<b>Protocol Task #6 CASCADE</b>	<b>Multiple Teams Select and Submit Potential Solutions for Review and Recommendations</b>
<p>6.1 BSSTs validate the assigned cause(s) by conducting deeper data and cause analysis and by sorting the deeper causes they discover</p> <p>6.2 BSSTs brainstorm possible solutions to the assigned cause(s)</p> <p>6.3 I-BST trains the BSSTs to analyze systems (curriculum, assessment, instruction, professional learning, and student / stakeholder engagement) to identify best practices based on research</p> <p>6.4 BSSTs develop a suite of solutions that reflect best practices and innovation</p> <p>6.5 BSSTs submit the proposed suite of solutions to the I-BST for review and recommendations</p>	

<b>Protocol Task #7 IMPLEMENT</b>	<b>Lead Multiple Teams to Develop Action Plans</b>
<p>7.1 I-BST reviews suite of solutions and makes recommendations (accepts, revises and returns, or rejects) based on feasibility</p> <p>7.2 I-BST guides and supports the BSSTs in developing action plans for implementation of each solution</p> <p>7.3 I-BST collaborates with the BSSTs to set adoption measures (leading indicators) to determine if behaviors are changing and milestones are being met during implementation of the solutions</p> <p>7.4 I-BST and BSSTs utilize the Plan-Do-Check-Act Cycle of Improvement for implementation of action plans</p>	

<b>Protocol Task #8 IMPLEMENT</b>	<b>Monitor Execution of Action Plans</b>
<p>8.1 I-BST utilizes PDCA to develop a plan to monitor each BSST's execution of its action plan. The I-BST's monitoring plan includes:</p> <ul style="list-style-type: none"> <li>- Providing tools, resources and support</li> <li>- Collecting and analyzing data to measure the changes</li> <li>- Addressing barriers impeding progress</li> <li>- Addressing the under-performance of individuals and/or teams</li> <li>- Celebrating incremental progress</li> </ul> <p>8.2 I-BST rewards and recognizes results</p> <p>8.3 I-BST captures and shares the learning and results (knowledge management)</p> <ul style="list-style-type: none"> <li>- I-BST or IIC shares the teams' success stories with GLISI Performance Consultants for dissemination</li> <li>- When teams have two years of data indicating improvement, I-BST or IIC guides the team(s) to record results and lessons learned in Promising Practices published on the GLISI website</li> </ul>	