

Program Improvement Plan Statement Builder Prompts

PROMPTS	WRITER'S TIPS
Planning: How will you prepare for developing your program improvement plan?	Writer's Tips and Think Abouts ~ Who has primary responsibility to develop the plan? ~ Who is available to assist? ~ If creating a team, who will be on the team? How will they be recruited? How will you ensure that there is a diverse group of opinions and experiences? ~ When will you schedule time to develop the plan? ~ What resources do you have available to you? (for example, Administration, Quality Assurance Specialists, Maryland EXCELS website, CCRCs, child care associations)
Development: How will you gather feedback on your program?	Writer's Tips and Think Abouts ~ Who will you ask to provide feedback on your program's strengths and areas for improvement? (For example: families, staff, community members) ~ By what means will you gather the feedback? Examples: - o Surveys - o Committee - o Meetings ~ Describe what happens once the feedback has been collected.

Development: How will you identify the goals for your program improvement plan?	Writer's Tips and Think Abouts ~ How will the Required Categories inform your program improvement goals? - o Program Assessments - o School Readiness Assessment Scores - o Accreditation Standards (if applicable) ~ How will the feedback gathered inform your program improvement goals? ~ What are your program's other priorities for improving your program? - o Feedback - o Maryland EXCELS standards - o Additional Achievements
Implementation: What process will you put in place to ensure forward progress on meeting your program improvement goals?	Writer's Tips and Think Abouts ~ How will information about the program improvement plan be provided to families, staff or others who are affected by it? ~ How often will you assess progress on the goals? ~ If applicable, how will you motivate and encourage the staff to continue progress on the goals?
Follow Up: How will you use your program improvement plan for continuous quality improvement?	Writer's Tips and Think Abouts ~ How often will you evaluate your program improvement efforts? ~ How will you determine when your goal has been accomplished? ~ What will you do when one goal has been accomplished? ~ How will you ensure that growth and improvement is a continual process in your program?