

Bucket	Task	Weeks Ou	Due Date	Status	Suggested Owner
Project Planning	Dream Team Project Manager Determined	6	9/30		Principal
Project Planning	Adapt Template Project Plan for School- Adjust dates, steps and owners based on Principal/DSO Direction	6	9/30		DSO
Project Planning	Meet as an LT to make key decisions about Dream Teams (schedule, policies, R&R, student launch plan)	4	10/7		DSO
Project Planning	Determine your sibling policy and if needed if you will provide childcare & plan to include in family communication	4	10/7		DSO
Staff Communication	Plan 10/12 Dream Team Staff Launch (Goals, Launch PPT w/ Kids, Nomination Process, Alternate Schedule)	6	9/28		GT/DT Owner
Nominations	Edit & Student Hype PPT and Student Launch Plan	5	9/28		GT/DT Owner
Nominations	Customize the DT Nomination form and print	5	10/5		GT/DT Owner
Operations	Adapt template tool to capture DT contact info & meeting time for each scholar	5	10/5		SSM
Staff Communication	Dream Team Staff Launch	4	10/12		GT/DT Owner
Family Communication	Run Save the Date Communication in Weekly Family Memo & Flag Nomination Forms going home	4	10/12		DSO
Nominations	Execute Student Launch w/ DT Nomination form home to scholars	3	10/15		Goal Coaches
Nominations	Scholars complete DT nomination form w/ their families	3	10/15		Goal Coaches
Project Planning	Plan "Dream Team Flow" & get input from LT	3	10/19		DSO
Nominations	All Member Nominations & Contact info entered into Tool	3	10/19		Goal Coaches
Nominations	Twice a Week Blast to Goal Coaches w/ updates on MIA Nominations + Best Practices for getting this in	3	10/19		GT/DT Owner
Family Communication	Put up Poster @ Dismissal/Arrival Location to Save the Date for Dream Teams	3	10/19		OC
Scheduling	Follow up & Meet w/ any Teachers w/ any MIA Dream Team Nominations to make plan	2	10/26		LT
Scheduling	Dream Team Scheduling Window Opens	2	10/22		Goal Coaches
Student Preparation	Alternate Schedule Starts for Student Prep	2	10/22		DSO
Staff Communication	LTs Check In w/ Goachees on DT Scheduling Staus in Coaching Meetings	2	10/26		LT
Day of Operations	Adapt Template Day of Plan for School & Get LT Feedback	2	10/26		DSO
Day of Operations	Plan Check In/Check Out Processes and Look & Feel Plan for LT Feedback	2	10/26		DSO
Day of Operations	Plan Photo Taking + Collection Process/Plan for LT Inpiut	2	10/26		DSO
Day of Operations	Make/Order any extra needed Materials, Tables/chairs or food/catering	2	10/26		OC
Family Communication	Ensure "Save the Date" is in Weekly Memo key dates section	2	10/26		DSO
Family Communication	Switch "Save the Date" Poster to "Countdown Poster" w/ Countdown to Dream Teams in Visible Place	1	11/2		OC
Family Communication	Update "Countdown Poster" each day w/ new #	1	11/2		OC
Family Communication	Ensure Office Team is constantly reminding families & aware of families needing follow up	1	11/2		DSO
Family Communication	Teacher send personal reminders sent to Dream Team members (text or call )	1	11/2		Goal Coaches
Student Preparation	Alternate Schedule Continues for Student Prep	1	11/2		Goal Coaches
Scheduling	Dream Team Scheduling Window Closes	1	11/2		Goal Coaches
Staff Communication	LTs Check In w/ Goachees on DT Scheduling Staus in Coaching Meetings	1	11/2		LT
Staff Communication	Prep for 11/9 Teacher PD- Dream Team Night Execution	1	11/2		GT/DT Owner
Family Communication	Send Email Blast OR Phone Call w/ Mail Merged Info to All DT Members as Formal Confirmation	1	9/29		DSO
Day of Operations	Finalize Set Up & Day of Operations Plan details & Run through w/ Ops Team	0	11/9		DSO
Staff Communication	11/9 Teacher PD- Dream Team Night Execution	0	11/9		GT/DT Owner
Close Out	Upload all student goals into google form- by end of Dream Team Window	0	11/16		Goal Coaches
Family Communication	Update "Countdown Poster" each day w/ new #	0	11/16		OC
Family Communication	Send Email Blast OR Phone Call w/ Mail Merged Info to All DT Members as Reminder (stop gap for teachers)	0	11/9		DSO
Day of Operations	24 Hours Before Goal Coach Send Personal Reminder to Members (text/call)	0			Goal Coaches
Day of Operations	Follow up & Check in w/ all vendors (rentals, food, balloon, etc)	0			DSO
Day of Operations	LT Observe minimum 1 meeting of eaching coachee	0			LT
Close Out	Print Goals & Dream Team Photos	-1			OC
Close Out	Post goals (within two weeks of the end of Dream Teams)	-2			OC

Input
DSO
DSO, Principal
Principal