

Senior manager's checklist



Before using Plan-it in your school you will need to:

Action	Completed
Understand the purpose and benefits of Plan-it and its potential	
Appoint and manage a co-ordinator with appropriate authority to implement Plan-it, jointly train teachers (with Plan-it Advisers), plan and manage a programme of work and book IT facilities	
Identify the strategic goals and expected learning outcomes for each year group using Plan-it in your school and communicate these to other key staff, including the Plan-it Coordinator	
Decide how Plan-it data will be used, by whom, how and when and ensure all relevant staff have passwords and understand their expected role. It is important that the Ambitions and Your School Life 'Cause for Concern' reports are accessed and acted on as they raise issues, such as, bullying, plans for children at 16/17, lack of positive focus for post 16 choices, etc.	
Ensure Plan-it is integrated into your curriculum and the outputs of the Plan-it process are used to inform other school activities e.g. mentoring, careers interviews, option choice decisions, parents evenings, transition reviews, strategic planning, self-evaluation for inspection, the role of the Connexions PA/tutor, etc.	
Work with Connexions staff (through the Partnership Agreement Meeting) to agree the role of the Connexions PAs in supporting Plan-it and how referrals might be made based on Plan-it data and the expected action that should be taken by PAs	
Decide whether to register for the Plan-it Certificate and inform your Plan-it Coordinator	
Ensure training time is available for delivery staff	
Ensure the required ICT time and teaching time is available for learners	
Continue to actively support, manage and review intended learning outcomes, the implementation and ongoing development of the Plan-it process	
Review how Plan-it reports and data have been used to inform strategic planning and operational roles and identify additional opportunities.	