**STAGE 5 – READJUSTMENT, FINE-TUNING, AND ASSESMENT**

**Stage 5 Master Schedule Support Notebook Contents**

**& Stage 5 Cover Sheet**

The Master Schedule Notebook serves as a repository for recording master schedule and master schedule support data, ideas, insights, decisions, etc. at every stage of the Master Scheduling process. It documents the process, types of schedule support provided, and the learning that occurs along the way.

The Master Schedule Notebook/Log/Journal/Portfolio may be maintained in a binder, as a set of folders, as a set of files on a platform such as Google Drive, or elsewhere in the cloud.

**Suggested Stage 5 Artifacts for Inclusion in the Master Schedule Notebook**

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| Check if Included  |  **Stage 5 Master Schedule Notebook – Recommended Artifacts**  |
|  | Responses to Guiding Questions for Stage 5 |
|  | Record of Master Schedule Support Provided to High Schools and Master Schedule Teams – Professional Development, Technical Assistance, Coaching, Resources, etc.  |
|  | Record of Master Schedule Support Communications with Sites and other Stakeholders (emails, briefs, reports, etc.)  |
|  | Record of Strategies used during Stage 5 to Build a District-wide Community of Practice around Master Scheduling  |
|  | Master Schedule Theory of Action (revisited)  |
|  | Internal Assessment of the Master Schedule Process and Product  |
|  | External Assessment of the Master Schedule Process and Product  |
|  | Consistency with Master Schedule Timeline – Description of the degree to which the District and the Sites adhered to or failed to adhere to the Master Schedule Timeline throughout the entire Master Schedule process. Does your team have any recommendations for changes to the official District Master Schedule Timeline? If yes, what is the rationale for each of your recommendations? |
|  | Stage 5 Reflection |
|  | The Final Master Schedule Reflection on the overall Master Schedule Process and Product – What? So What? Now What?  |
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