**STAGE 1 – PLANNING, DESIGN, AND PRELIMINARY TASKS**

**Stage 1 Master Schedule Notebook Contents**

**& Stage 1 Cover Sheet**

The Master Schedule Notebook serves as a repository for recording scheduling data, ideas, insights, decisions, etc. at every stage of the Master Schedule development process. It documents the process, the results, and the learning that occurs along the way. The Notebook informs the cycle of continuous master schedule improvement and provides a record and a journey map for future master schedule teams.

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 1 Artifacts for Inclusion in the Master Schedule Notebook**

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| Check if Included  | Stage 1 Master Schedule Notebook – Recommended Artifacts and Data  |
|  | Description of the Master Schedule Team – members, roles & responsibilities (see template)  |
|  | Description of the Master Schedule Guiding Principles as well as any priorities *(including non-negotiables)* and goals for the master schedule process and product. |
|  | Site Specific Master Schedule Timeline/Calendar  |
|  | Site Specific Master Schedule Decision Making Protocol or Process  |
|  | Master Schedule Team Communications Plan, including strategies for gathering input and information from Academy/Pathway Leads, Department Heads, individual faculty members, counselors, and other stakeholders |
|  | Responses to relevant Stage One Guiding Questions |
|  | Responses to relevant “Planning a Master Schedule With an Equity Lens” Questions” (See Related Resources for Stage 1) |
|  | Opportunities and Constraints (see Template)  |
|  | Keeping Count - Include “counts” of elements that are relevant to your master schedule development work (See “Keeping Count” in the Tools section.)  |
|  | Lists, Lists, Lists – Include lists that are relevant to master schedule development work and/or lists that will inform your continuous improvement.) (See “Lists, Lists, Lists” in the Tools section.)  |
|  | Record of Stage One Master Schedule Design Considerations and Decisions |
|  | Record of Master Schedule Communication with Stakeholders (emails, briefs, meetings, etc.)  |
|  | Stage One Reflection  |
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|  | Data:  Fall Student Enrollment  |
|  |  Fall Faculty Staffing |
|  |  Other:  |
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