## Suggested SDP Planning Meetings (Reference)

At the outset of the planning process, you should determine what you would like the SDP Planning Team to accomplish and how many meetings will be needed for the tasks. We encourage you to review the “big picture” of the SDP planning process in [*Section A: Introduction and Overview*](https://results.ed.gov/sdp-toolkit/article/a-1-about-this-toolkit/a.1-about-this), specifically *Developing the Service Delivery Plan: Process Overview.*

Table D.2 provides an example of how you might plan the work of the SDP Planning Team around four meetings. While the table describes what would likely be day-long or two-day on-site meetings, you may choose to have a series of short meetings that take place electronically or by conference call, or a combination of planning team meetings on-site and work group meetings that take place electronically or by conference call.

Table D.2 Suggested SDP Planning Team Meetings’ Purposes and Outcomes

| SDP Meeting | Purpose | Outcomes | Related Section of the Toolkit |
| --- | --- | --- | --- |
| #1 | * Orient the SDP Planning Team to the SDP purpose and planning process. * Familiarize the planning team with the MEP, CNA, and MEP evaluation. * Solicit additional information on what is known about migratory children and youth in the state (including root causes), based on perspectives of team members. * Review solution strategies proposed in the CNA; consider implementation challenges and strategies | * Additional information on migratory children and youth in your state to supplement the CNA and MEP evaluation * List of solution strategies finalized from the proposed strategies in the CNA with recommendations for implementation | Section C |
| #2 | Align components that are required in the SDP:   * State performance targets * Needs assessment information * Service delivery strategies * MPOs * Evaluation Plan | * Alignment chart * Project plan | Section D |
| #3 | Develop strategies and plans for suggested sections on the following:   * Addressing the needs of migratory children identified to receive PFS * ID&R * Parental involvement * Exchange of student records | Plans for suggested sections on the following:   * Addressing the needs of migratory children identified to receive PFS * ID&R * Parental involvement * Exchange of student records | Sections F and G |
| #4 | Develop strategies to ensure implementation and accountability in local projects | Plans for the following:   * Communication with local projects * Technical assistance and training * Local granting processes * Local monitoring | Section H |