## Recommendations for SDP Planning Team Meeting: Developing Aligned Components (Reference)

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| SDP Planning Team Meeting: Developing Aligned Components  |
| Purpose | Outcomes |
| Development of aligned components that are included in the SDP:1. State performance targets/Measurements of interim progress
2. Needs assessment information
3. Service delivery strategies
4. MPOs
5. Evaluation Plan
6. Development of project plan
 | * Completed alignment chart
* Completed project plan
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| Suggestions:* Discuss the importance of alignment of all parts of the SDP by reviewing the logic model and “if-then” logic.
* Review the required components of the SDP and the Program Alignment Chart; in a series of whole-group discussions and small-group activities, have the planning team complete the alignment chart:
* Identify the Concern Statements in the CNA that relate to state performance goals and targets, identify data in the CNA that affirm these concerns, and select the solution strategies that you would like to include in the SDP (discuss the criteria for selection of the concerns and strategies).
* Lead the planning team through the exercise for developing MPOs in [*Measurable Program Outcomes: Overview*](https://results.ed.gov/sdp-toolkit/article/d-4-measurable-program-outcomes/measurable-program-outcomes-overview)to build a common understanding of how to create strong MPOs.
* Develop evaluation questions for each MPO.
* Discuss implementation challenges, resources, and collaborators in preparation for the planning team to complete the project plan; this could be an activity in which small groups take related strategies and complete the [*Project Planning Chart*](https://results.ed.gov/sdp-toolkit/article/d-6-project-planning/project-planning-chart-template), and then the whole group reviews to ensure coherence.
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| Follow-Up:* After the meeting, review all worksheets and complete and revise as needed. Then, compile the results into one coherent alignment chart and project plan.
* Share the alignment chart and project plan with other program planners for feedback; revise both as needed.
* Review the alignment chart and project plan using the checklist (see [*Section B, Overview of Statute, Regulations and Non-Regulatory Guidance Related to Service Delivery Plans*](https://results.ed.gov/sdp-toolkit/article/overview/overview)) to ensure that all requirements have been met.
* Save all worksheets and meeting notes.
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