CTE Leadership Academy

Phase 1: Fall Symposium

Phase 2: CTE Leadership Project

Phase 3: Summer Symposium
Step 1: Select a project

**Project Selection Criteria**

1. Project will enhance quality of your CTE program.
2. Project is related to an urgent CTE challenge or task you are currently facing and must address this school year.
3. Project is big enough to challenge you, but small enough to be completed by June 2017.
4. Project can be component of a larger, long-term project.
Step 2: Develop a project plan

1. Create a S.M.A.R.T. goal
2. Identify benefits of achieving that goal
3. Identify major tasks and milestones
4. Identify potential obstacles
5. Identify strategies for overcoming potential obstacles
6. Identify resources that will be needed
7. Identify specific actions needed
8. Identify who needs to perform actions
9. Implement the plan
S.M.A.R.T. Goals

Also Known As “Strategic Objectives”

Specific
Measurable
Achievable
Relevant
Time-bound
Set Specific **Goals**

**Company: Strategic Project Planning Worksheet**

<table>
<thead>
<tr>
<th><strong>Company Goal/Objective:</strong></th>
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<table>
<thead>
<tr>
<th><strong>Benefits of Achieving Goal/Objective:</strong></th>
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<tbody>
<tr>
<td><strong>To Company</strong></td>
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<td><strong>To Customers</strong></td>
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<td><strong>To Stakeholders</strong></td>
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<tr>
<th><strong>Start Date:</strong></th>
<th><strong>Targeted End Date:</strong></th>
<th><strong>Actual End Date:</strong></th>
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S.M.A.R.T. Goals vs. Day Dreams

My goal is to lose 20 pounds by the end of May 2017.

My goal is to have four-year plans completed for all 400 8th grade students in our district by May 31, 2017.

My goal is to lose weight.

My goal is to take our CTE program to the next level.
## Identify Milestones

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<th>Start Date:</th>
<th>Targeted End Date:</th>
<th>Actual End Date:</th>
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### Major Tasks / Milestones

- Line 1
- Line 2
- Line 3
- Line 4
Measureable Milestones

Lose 20 Pounds
My goal is to lose 20 pounds by the end of May 2017.

Milestones
I need to lose 3 pounds per month to achieve my goal.

Four-year Plans
My goal is to have four-year plans completed for all 400 8th grade students in our district by May 31, 2017.

Milestones
We need to complete 4-year plans for at least 57 students each month.
Major Tasks

**Lose 20 Pounds**
I need to lose 3 pounds per month to achieve my goal.

- Identify a selection of healthy menus I will enjoy eating.
- Walk the dog around the block twice a day.
- Weigh myself each week at the same time and keep a log.

**Four-year Plans**
We need to complete 4-year personal graduation plans for at least 57 students each month.

- Develop four-year graduation plans for each career pathway
- Train counselors how to use pathways to develop personal 4-year plans for students
- Advise students
Plan for **Possible Obstacles**

<table>
<thead>
<tr>
<th>Potential Obstacles</th>
<th>Strategies for Overcoming Obstacles</th>
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Possible Obstacles & Strategies

Lose 20 Pounds
Lose 3 pounds per month to achieve my goal.

Possible Obstacle
• Co-workers bringing lots of sweets and snacks to work during the holidays

Strategy to Overcome
• Bring carrots, celery, nuts, and fresh fruit to snack on. Drink lots of water.

Four-year Plans
Complete 4-year plans for at least 57 students each month.

Possible Obstacle
• Insufficient number of counselors to provide 1-on-1 guidance to each student.

Strategy to Overcome
• Identify and train other staff members to assist temporarily.
## Identify Resources Needed

<table>
<thead>
<tr>
<th>Resources Needed</th>
<th>Time</th>
<th>Cost</th>
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<tr>
<td>People</td>
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<td>Places</td>
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<td>Things</td>
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<td>Information</td>
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Resources Needed

Lose 20 Pounds
Healthy food. Walk the dog. Weigh myself weekly. Avoid sweets.

- People – myself, my family
- Places – place to walk
- Things – healthy food, scale
- Information – healthy nutrition and exercise

Four-year Plans
Develop plans. Train counselors. Advise students.

- People – counselors, students
- Places – meeting rooms
- Things – computers, software
- Information – new graduation requirements
# Identify Action Steps

<table>
<thead>
<tr>
<th></th>
<th>ACTION STEPS</th>
<th>WHO</th>
<th>ASSIGN DATE</th>
<th>DUE DATE</th>
<th>COMPLETE DATE</th>
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Action Steps

• What needs to be done? (Hint: requires an action verb.)
• Who needs to take the action? Perform the task?
• When was the task assigned?
• When does the task need to be completed?
• When was the task actually completed?
Due Dates

Project Plans – January 6, 2017
Project Summary Reports – June 1, 2017
Project Presentations – Week of June 12, 2017
Staying Connected

CTE Leadership Academy App
Edit profile to provide additional contact information

Texas Education Agency CTE ListServ
TEA website A-Z Index, ListServ link, “Career and Technology Directors” mailing list

CTE Leadership Academy ListServ
Request membership by e-mailing CTE@tamucc.edu
Send e-mails to CTE Leadership Academy ListServ group at cteleadership@listserv.tamucc.edu
Contacts

Carole L. Moody
CTE Professional Development Programs
Texas A&M University-Corpus Christi
361-825-5966
Carole.Moody@tamucc.edu

Trish Panknin
CTE Professional Development Programs
361-876-3734
CTE@tamucc.edu