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Description automatically generated with medium confidenceLogistics Planner

**Planner**



**What to do:** Use this chart to help you manage logistics planning in advance. Use other tools in this toolkit to help with accomplishing the tasks on this list.

**Why it matters:** There’s a lot to think about when planning for logistics, especially if you’ll offer programming or activities at multiple locations. This tool makes it easier to keep things organized and on track.

| Key Tasks and Activities | When to Start | Assigned To |
| --- | --- | --- |
| *List all tasks and activities that are part of logistics planning.* | *Number of months* before *the start date the key task/activity should occur.* | *This is the person responsible for the task/activity.* |
| Program Design | | |
| Recruit a program team and schedule a meeting. *(Include school-day leaders and teachers to help align the program with the school day.)* | 9-12 months |  |
| Assign planning responsibilities. | 9 months |  |
| Facilitate regular planning meetings with the program team. | 9 months (and regularly after that) |  |
| Collect and analyze needs assessment data. | 6 months |  |
| Develop program SMART goals. | 6 months |  |
| Develop a program budget. | 5 months |  |
| Plan program schedule. | 4 months |  |
| Other (specify): |  |  |
| Students and Families | | |
| Develop registration and recruitment materials. | 6 months |  |
| Create a recruitment plan and implement it. | 5 months |  |
| If the session will be held during hours that aren’t typical, survey parents about schedule preferences. | 5 months |  |
| Share policies and program reminders with families. | 1-2 months |  |
| Plan for ongoing family engagement and communication. | 3 months |  |
| Survey students to find out what types of activities they want. | 3-4 months |  |
| Other (specify): |  |  |
| Staff | | |
| Identify staff positions and develop job descriptions. | 6 months |  |
| Create and implement a plan to recruit and hire staff. | 5 months |  |
| Plan an orientation about policies, procedures, and professional development. | 2-3 months |  |
| Provide student information and data to program staff. | 1 month |  |
| Other (specify): |  |  |
| Facility and Materials | | |
| Coordinate and reserve facility space. | 9 months |  |
| Set up spaces. | 2 weeks |  |
| Order and distribute materials. | 1 month |  |
| Plan for cleaning and maintenance. | 3-4 months |  |
| Other (specify): |  |  |
| Instruction | | |
| Identify the curriculum the program will align with and related available resources. | 4-6 months |  |
| Begin activity design and create activity SMART goals. | 3-4 months |  |
| Plan assessment schedule and procedures. | 2-4 months |  |
| Provide staff with instructional materials and professional learning experiences. | 1 month |  |
| Other (specify): |  |  |
| Other  *Add any other program-specific logistical planning tasks/activities here.* | | |
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This resource was developed in 2024 by the Nita M. Lowey 21st Century Community Learning Centers (21stCCLC) National Technical Assistance Center (NTAC), funded under a grant from the U.S. Department of Education (Department) and administered by Synergy Enterprises, Inc. under Cooperative Agreement No. 287E230009 with the Department’s Office of Elementary and Secondary Education. Opinions expressed herein do not necessarily reflect the position or policy of the Department, nor does mention of trade names, commercial products, or organizations imply endorsement by the Department or the federal government. This resource is in the public domain and is available at [21stcclcntac.org](http://www.21stcclcntac.org). Authorization to reproduce it in whole or in part is granted.