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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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