



District
Management
Group

MANAGER'S TOOLKIT

The New Initiative Application Form

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The New Initiative Application Form

Once an initiative is in place, it is often difficult to recall who initially championed the initiative, what prompted its introduction, how it was meant to further the district's strategic objectives, how success was defined, how it was meant to be measured, and what data was to be tracked. To address this challenge on a go-forward basis, DMGroup has developed a New Initiative Application Form that we recommend districts incorporate. Requiring this short form up front when a new initiative is introduced helps to ensure alignment of resources to strategic objectives, facilitate progress monitoring, and increase accountability.

New Initiative Application Form

Initiative Name: _____

Date: _____

Proposed by: _____

Initiative Lead *Who is to be responsible for this initiative?*

Strategic Goal Alignment *Which of the district's strategic goals or priorities does this initiative support?*

Initiative Description *Provide a short description of the initiative. How does this initiative work?*

District Need Addressed *What need in the district does this program address? Provide a short explanation.*

Objectives *What is this initiative designed to achieve? Provide a goal or short list of its goals.*

1. _____
2. _____
3. _____

Target Populations and Size *Who is this initiative meant to support? Include the intended beneficiaries.*

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Campuses Affected *Where will this initiative take place? List the school levels or specific school sites that this initiative will impact.*

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Draft Definition(s) of Success *Please include how you will know if this program is successful and how you propose to measure its success. Definitions should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).*

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Data Source(s) *List the data sources you will use to measure success for this program, including any assessments, demographic data, and qualitative data.*

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External Partner(s) *If applicable, list any parties outside of the district who will be involved with the initiative and the role the partner will play.*

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Resource Overview *Provide a short list of the resources you expect the initiative to require, specified as follows:*

Start-up costs:		Ongoing costs:	
Item: _____	\$ _____	Item: _____	\$ _____
Item: _____	\$ _____	Item: _____	\$ _____
Item: _____	\$ _____	Item: _____	\$ _____
Item: _____	\$ _____	Item: _____	\$ _____
Staff positions: <i>Who will work on the initiative? (Please specify full-time or part-time.)</i>			
Title: _____	<input type="checkbox"/> FT <input type="checkbox"/> PT	Title: _____	<input type="checkbox"/> FT <input type="checkbox"/> PT
Title: _____	<input type="checkbox"/> FT <input type="checkbox"/> PT	Title: _____	<input type="checkbox"/> FT <input type="checkbox"/> PT
Title: _____	<input type="checkbox"/> FT <input type="checkbox"/> PT	Title: _____	<input type="checkbox"/> FT <input type="checkbox"/> PT