

This document is a companion to the P-TECH/ICIA Blueprint and intended to be used in conjunction with the Blueprint. It maps out a timeline and describes critical elements to have in place prior to a P-TECH/ICIA campus opening. It provides districts and IHE partners a progression of activities to develop plans to implement Blueprint design elements, produce Blueprint products and the meet provisional OBM targets for their inaugural 9th grade student cohort. Districts and IHE partners are expected to complete each of the activities with support from their TEA selected technical assistance provider.

Through the 12-month planning process, district and IHE partners will:

- Establish strategies to meet the Blueprint design elements, products, and provisional OBM targets
- Develop a strong partnership between the district and college credit provider
- Build a MOU that meets the needs of both the campus/district and the IHE
- Determine long-term funding
- Build a leadership team for student success
- Establish a course of study crosswalk which enables a student to combine high school courses and college-level courses to earn either an associate degree or at least 60 semester credit hours toward a bachelor's degree
- Develop high-quality college and career pathways that ensure students attain postsecondary credentials with value in the labor market and launch rewarding careers.

Required Activities		Not Started	In Progress	Complete	Blueprint Products
12 MONTHS TO OPENING: August, September	Identify existing staff to fulfill leader role or post job position				
	Review and understand blueprint to understand design elements and OBM phase-in process				
	Identify members of the leadership team, ensuring district, school, college, and community buy-in				<ul style="list-style-type: none"> Meeting agendas and minutes, with action items and decision logs
	Use data analysis to establish the need for programming				
	Collaborate with the local workforce development board, local chamber of commerce, and local workforce industry representatives to define local workforce needs and define a career pathway				<ul style="list-style-type: none"> Current dated regional high demand occupation list A list of strategic partners with each member's organization, title and role in providing work-based learning for students by grade level
	Identify potential IHE partners to determine pathway course description, identify certificate and credentialing opportunities				<ul style="list-style-type: none"> Meeting agendas and minutes, with action items and decision logs Documentation detailing a minimum of three course of study examples that outline student pathways from high school, to associate degrees, to work credentials and beyond
	Convene leadership team <ul style="list-style-type: none"> ➤ Determine roles & responsibilities of partners ➤ Hold initial conversation about vision and mission statement ➤ Launch MOU discussion ➤ Post all meeting schedules, agendas and minutes ➤ Start to develop a plan to meet OBMs 				<ul style="list-style-type: none"> P-TECH/ICIA leadership meeting agendas and notes
	Identify potential Industry advisory board members that include representatives from a variety of stakeholders such as: school board, community, economic development partners, and relevant industry subject matter experts for program pathways IHE				<ul style="list-style-type: none"> A list of strategic partners with each member's organization, title and role in providing work-based learning for students by grade level

Required Activities		Not Started	In Progress	Complete	Blueprint Products
11 MONTHS TO OPENING: October, November	Onboard P-TECH Academy leader				
	Convene Advisory Board: <ul style="list-style-type: none"> ➤ Invite potential advisory board members ➤ Define roles, responsibilities, and expectations ➤ Discuss Industry MOU 				<ul style="list-style-type: none"> • A list of strategic partners with each member's organization, title and role in providing work-based learning for students by grade level
	Finalize high-quality college and career pathway(s) that ensure students attain postsecondary credentials with value in the labor market and launch rewarding careers				<ul style="list-style-type: none"> • Curriculum alignment documents • Documentation detailing a minimum of three course of study examples that outline student pathways from high school, to associate degrees, to work credentials and beyond
	Finalize P-TECH model (i.e., stand alone or school-within-school)				
	Draft IHE MOU				
	Convene leadership team: <ul style="list-style-type: none"> ➤ Establish shared vision and mission statement ➤ Review draft MOU and gather last round of feedback ➤ Begin sustainability conversation ➤ Is start-up funding available? <ul style="list-style-type: none"> • How are dual enrollment courses funded, including tuition, text books, transportation, etc.? • How are dual enrollment courses staffed (e.g., what is the process for high school faculty to teach college coursework?) • How can partners share costs? • Is there an existing pathway? 				<ul style="list-style-type: none"> • P-TECH/ICIA leadership meeting agendas and notes
	Develop a plan to meet OBMs				



Roadmap to P-TECH/ICIA Opening

Required Activities		Not Started	In Progress	Complete	Blueprint Products
10 MONTHS TO OPENING: December, January, February	Create and finalize Student Recruitment plan and timeline				<ul style="list-style-type: none"> Written recruitment plan including a timeline of recruitment and enrollment events, and recruitment materials for distribution at feeder schools and other appropriate locations in the community
	Develop student enrollment packet				<ul style="list-style-type: none"> Written admission policy and enrollment application
	Determine student assessment timeline (for entrance and while matriculating through the program)				<ul style="list-style-type: none"> Testing calendar and schedule for TSI, ACT, SAT or other assessments
	Develop Public relations plan including creation of promotional and marketing materials				<ul style="list-style-type: none"> Brochures and marketing in Spanish, English, and/or other relevant language(s) Written communication plan for targeting identified audiences, parents, community members, school board, higher education personnel, etc.
	Convene leadership team <ul style="list-style-type: none"> ➤ Finalize Sustainability plan ➤ Strategize to meet OBMs ➤ Finalize IHE MOU ➤ Review four-year crosswalk and gather feedback ➤ Identify potential academic and emotional support structure 				<ul style="list-style-type: none"> P-TECH/ICIA leadership meeting agendas and notes Four-year crosswalk document Curriculum alignment documents Documentation detailing a minimum of three course of study examples that outline student pathways from high school, to associate degrees, to work credentials and beyond Schedule of regularly scheduled counseling/advisory events and records of completion for these support services Tutoring and other intervention/remediation program schedules Final, signed, and executed articulation agreement with IHE



Roadmap to P-TECH/ICIA Opening

Required Activities		Not Started	In Progress	Complete	Blueprint Products
10 MONTHS TO OPENING, CONTD.	Convene Advisory Board <ul style="list-style-type: none"> ➤ Define WBL expectations by grade level ➤ Develop policies and procedures to make work-based learning a viable method for helping students meet academic standards 				<ul style="list-style-type: none"> • Meeting agendas and minutes, with action items and decision logs • Documentation of appropriate work-based learning experiences
	Finalize and sign Industry MOU				<ul style="list-style-type: none"> • Final, signed, and executed MOU with industry partner/business
	Apply for designation				



Roadmap to P-TECH/ICIA Opening

Required Activities		Not Started	In Progress	Complete	Blueprint Products
8 MONTHS TO OPENING	Convene Advisory Board <ul style="list-style-type: none"> ➤ Discuss WBL opportunities and plan fall schedule <ul style="list-style-type: none"> ▪ Determine the appropriate number and type of engagement opportunities by grade level 				<ul style="list-style-type: none"> • Meeting agendas and minutes, with action items and decision logs • Documentation of appropriate work-based learning experiences for students at all grade levels • Current dated regional high demand occupation list
	Conduct student and parent outreach				<ul style="list-style-type: none"> • Calendar of family outreach events



Roadmap to P-TECH/ICIA Opening

Required Activities		Not Started	In Progress	Complete	Blueprint Products
4 MONTHS TO OPENING: June, July, August	Convene leadership meeting <ul style="list-style-type: none"> ➤ Revisit plan to meet OBMs ➤ Develop budget ➤ Develop staff plan for teachers, IHE instructors, counselors, administration, support staff, etc. ➤ Discuss teacher professional development ➤ Plan and finalize summer activities for students (e.g., summer bridge program) 				<ul style="list-style-type: none"> • P-TECH/ICIA leadership meeting agendas and notes • Annual training or professional development plan with P-TECH/ICIA and IHE faculty • Bridge program calendar and curricula • Tutoring and other intervention/remediation program schedules
	Convene industry advisory board; establish an industry mentorship program available to all students				<ul style="list-style-type: none"> • Meeting agendas and minutes, with action items and decision logs • Documentation of appropriate work-based learning experiences for students at all grade levels
	Facilitate summer bridge program				<ul style="list-style-type: none"> • Bridge program calendar and curricula
	Hold family orientation				<ul style="list-style-type: none"> • Calendar of family outreach events
	Provide teacher professional development				<ul style="list-style-type: none"> • Mentor/induction program plans • Annual training or professional development plan with P-TECH/ICIA and IHE faculty
	Convene leadership meeting <ul style="list-style-type: none"> ➤ Develop data review process ➤ Start to develop intervention strategies for students ➤ Develop master schedule ➤ Plan ongoing leadership convening schedule for upcoming school year ➤ Develop process to collect student artifacts 				<ul style="list-style-type: none"> • P-TECH/ICIA leadership meeting agendas and notes • Master Schedule • Samples of student artifacts such as writings, portfolios, presentations, or links to digital content



Roadmap to P-TECH/ICIA Opening

Required Activities		Not Started	In Progress	Complete	Blueprint Products
OPENING: August, September, October	Inaugural group of students start school				
	Develop plan for continuous improvement, which should include (but not limited to) regularly reviewing student data, developing evaluation methods to monitor and adjust program accordingly, and keeping track of progress toward OBMs (specifically access OBMs for inaugural cohort of students)				<ul style="list-style-type: none"> Aggregate data describing student participation in work-based learning experiences as well as percentage of students earning industry certification and credentials by type
	Continue to convene leadership team				<ul style="list-style-type: none"> P-TECH/ICIA leadership meeting agendas and notes