

# Key Terms

**Action Plan:** A specific set of steps or tasks designed to improve performance on a team's goal within a focus area. Each team member responsible for attainment of the team goal must fully commit to implementing the action plan.

**Clients:** Groups or individuals who are most directly served by the work of a district department.

**Guiding Principles:** Foundational beliefs that guide the district's work.

**Focus Area:** An area identified to guide the departments and schools in the development of their specific team goals. This is an essential guidepost to ensure the plan is targeted on the right work and support is provided.

**Graduate Profile:** A visual representation of the essential skills, mindsets, and competencies we expect our students to possess upon graduation.

**Key Performance Indicators (KPIs):** Important, quantifiable measures that show progress toward or attainment of a team goal.

**Lagging Measure:** The Key Performance Indicator that is used to specifically track the attainment of the team goal.

**Leading Measure:** Specific measurable actions that are tracked on a regular basis to determine how well a team's action plan is being implemented.

**Scoreboard:** A team's on-going, visible, and compelling account of the progress on leading and lagging indicators. Provides consistent communication of a team's progress.

**Team Goal:** A desired outcome which is defined by a target result on a Key Performance Indicator.

## Process

