

# Florida Mathematics Re-Design Workgroups Milestone & Template Toolkit



## Florida Mathematics Re-Design Workgroups – Summary of Milestones

| Milestones  | Activity                                  | Description  | Recommended Completion Date           |
|-------------|---|--|---------------------------------------|
| Milestone 1 | Defining the Challenges (Pre-Work)        | Administer survey to solicit workgroup feedback on key challenges related to mathematics re-design | Prior to kickoff meeting              |
| Milestone 2 | Prioritizing the Challenges               | Prioritize the challenges and assign members to huddles  | Kickoff meeting<br>September 18, 2018 |
| Milestone 3 | Gathering Information                     | Complete <i>Template for Gathering Information</i>   | November 2018                         |
| Milestone 4 | Linking Challenges and Solutions          | Complete <i>Template for Brainstorming Solutions</i>   | January 2019                          |
| Milestone 5 | Prioritizing Solutions                    | Prioritize solutions through survey  | February 2019                         |
| Milestone 6 | Drafting Recommendations & Best Practices | Complete <i>Template for Recommendations</i> and <i>Template for Best Practices</i>                | April 2019                            |
| Milestone 7 | Share Recommendations & Best Practices    | Present findings at one-day institute  | June 2019                             |

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### Milestone 3: Gathering Information

**Purpose:** This template guides discussion among huddles to clearly define the challenges associated with addressing the problems previously identified by the workgroups with implementing mathematics pathways. The template helps ensure a thorough discussion and provides a way to organize information that will be gathered by the Huddle Leads and presented to the workgroups.

**Users:** Huddle Leads and Workgroup Chairs

**Suggested Completion Date:** November 2018

#### Instructions:

1. Huddles should complete the *Template for Gathering Information*.
2. Huddle Leads should share the completed template with the workgroup chair for feedback by [workgroup chair will insert date].
3. Huddle Leads should share on the workgroup webinar scheduled for [workgroup chair will insert date].