



Phase III Design

Development of Digital Plans

The Action Plan makes it possible to arrange the strategies that have been decided to be developed in the educational centre. In its preparation, it is essential to determine the objectives to be achieved and define **SMART objectives** that guarantee the success of the strategy.

In addition, good **planning and the definition of lines of action** that define aspects such as indicators, degrees of achievement, managers, resources, timing, etc, must be prepared to ensure the achievement of the established objectives and, therefore, the success of the plan.

Along the process, different types of assessment will also be carried out to measure the result of the monitoring of the actions that will allow us, once the period of execution has finished, the assessment of the defined strategic objectives.

If the assessment has produced improvements, we can move forward in the process. Otherwise, it will be necessary to review the **Action Plan** in detail and reformulate it to ensure that the strategies are properly executed.

01

Action Plan

The Action Plan defines the actions that the educational centre must undertake to develop its digital strategy in the short and medium term, and which is recorded in the School Digital Plan (SDP).

This Action Plan is built through:

1. Definition of objectives.
2. Preparation of a work proposal combining objectives - actions - assessment.
3. Planning of the work proposal through a general schedule.

02

Objectives

After carrying out the diagnosis of the educational centre using the SELFIE tool or the diagnostic tool and after carrying out its analysis using the SWOT and CAME tools and undertaking the selection of strategies, the objectives that the educational centre needs to develop its digital strategy must be defined.

Definition of objectives

To define the objectives of the digital strategy, it is essential to take into account the results of the analysis carried out.

What's more, these objectives have to be as relevant as possible, so that they produce a high impact and improvement in the educational centre.

A recommended approach in order to define objectives is the SMART method (Specific, Measurable, Achievable, Relevant, Time based) which allows us to ensure that we are defining relevant objectives. This method is based on the following premises:

Objective	Especific: what do I want to achieve?
	Mesurable: what data/evidence do I need?
	Achievable: do I have the resources?
	Relevant: how does it contribute?
	Timed: when will I get it?

03

Objective selection

If after proposing objectives for the definition of strategies we find an excessive number, it is advisable to prioritize them to undertake the most relevant ones.

Work proposal

To facilitate the construction of the digital strategy of the educational center in the SDP (School Digital Plan), a table has been provided to group the objectives by strategic lines.

In this phase, the actions to be carried out based on the objectives will be specified and the instruments for the assessment of their achievement will be determined; In addition, the resources, those responsible and the timing of the actions will also be defined.

Thus, all the relevant factors in the implementation phase are specified and they will later be monitored and assessed.

Elements of concretion**Actions**

For each objective, it is necessary to define a series of actions aimed at its achievement. The adequate definition of these actions will ensure the achievement of the objectives after their implementation.

The number of actions defined for each objective will depend on the criteria of the educational centre, always remembering that they must be the necessary actions to facilitate the achievement of the objective, without reaching the saturation of the process. ara cada objetivo es necesario definir una serie de actuaciones dirigidas a su consecución. La definición adecuada de estas actuaciones asegurará el alcance de los objetivos tras su implementación.

Resources, managers and timing

For each action, it is advisable to assign resources, managers and an adequate timing for the process.

The resources can be both material (documentation, tools, results,...) and

personal, referring, in this case, to the people participating in the process that enable the implementation of each action.

The responsible ones can be a person or a group of people in charge of coordinating the action, such as the promoting team, the management team, a head of studies, the staff, or an ICT coordinator.

The timing of the actions refers to the calendar in which each of the actions is expected to be implemented. This timing must also be reflected in the general schedule.

Assessment

The Action Plan is articulated through the definition of a series of objectives that the educational centre considers crucial, and these objectives are executed through the implementation of actions.

To know if any of the objectives has been achieved, it is necessary to carry out an assessment. For its elaboration, the definition of a series of indicators and assessment instruments is crucial.