U.S. Department of Education

Office of Career, Technical, and Adult Education

Assignment and Key Considerations to Support Team Planning

Team Assignment: Plan to conduct your next curriculum review. That includes planning the who, what, where, when, and how of that review once the training ends.

Key Considerations:



**1**

Identify team lead(s) and related responsibilities.

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| Action Step(s) | Time Frame | Person(s) Responsible | Notes |
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**2**

Inventory available curriculum/instructional materials to review.

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| Action Step(s) | Time Frame | Person(s) Responsible | Notes |
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**3**

Identify curriculum/instructional materials to review.

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| Action Step(s) | Time Frame | Person(s) Responsible | Notes |
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Estimate costs and secure resources to conduct the review.



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**5**

Select review team to conduct the review.

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| Action Step(s) | Time Frame | Person(s) Responsible | Notes |
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**6**

Schedule and conduct the review.

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| Action Step(s) | Time Frame | Person(s) Responsible | Notes |
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**7**

Share review results.

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| Action Step(s) | Time Frame | Person(s) Responsible | Notes |
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