



Innovation Application Timeline & Checklist

	Action	Time Needed	Notes	Done
1	Leader views Introduction Module, alone or with PDF support. http://mncoe.org/state-innovations/	30-60 minutes. PDF support optional.		
2	PDF discusses Give and Get, Roles and Responsibilities and Stages of Implementation documents with leaders. http://mncoe.org/state-innovations/	Approx. 60 minutes. PDF support needed.		
3	PDF presents Digging Deeper Module with a team, including leader(s), from the program.	Approx. 60 minutes. PDF support needed.		
4	PDF works through Hexagon Tool with team, including leader(s), from the program. http://implementation.fpg.unc.edu/sites/implementation.fpg.unc.edu/files/resources/NIRN-Education-TheHexagonTool.pdf	Approx. 1.5-2 hours. PDF support needed.		
5	Leader(s) and/or team determine whether or not to apply.	Depending on team. PDF optional.		
6	Leader completes Innovation Application using the FAQ Guide by February 1, 2020. (PDF cannot assist in completing application.) School Board Approval is required for the JPA if selected, but is not required for the application.	Depending on team.		

Applications available through your assigned Professional Development Facilitator (PDF). Revised Oct, 2019