



Work Team Roadmap

This is a *suggested roadmap and set of guiding questions* for team work.

I. Intensive Research Phase (September – October)

- a. *What do we have now?* What is the current capacity/capability of the existing facilities in your area of focus?
 - i. Identify the resources (documents & people) with the information the team needs about the current facilities. Ask your team Liaison for ideas and access to resources.
 - ii. Use those resources to define the current capacity/capability in measurable terms.
- b. *What is the current usage?* What are the current demands on the facilities?
 - i. Define the current demands in the most measurable terms possible
 - ii. Note any discrepancies between current capacity and current demand.
- c. *What if we did nothing?* How will capacity change in the future if there is no intervention? Is it possible that the capacity/capability of the current facilities will diminish or increase without intervention?

II. Assessment & Planning Phase (October - December)

- a. *What will future usage be?* How are the demands on the current facilities likely to change in the future?
 - i. What resources (documents & people) can help answer this question?
 - ii. Have recent studies been completed in this subject area that would be of help?
- b. *How does future usage match up with facilities?* Assess discrepancies between the expected future demand and the expected future capacity/capability of the facilities.
 - i. More capacity/capability than demand means there are resources to be shared with others.
 - ii. More demand than capacity/capability means additional or changed facilities are needed.
- c. *What changes are needed to meet future demand?* List and, whenever possible, quantify needed changes.
- d. *What else needs to be considered?* Consult with appropriate stakeholders to identify overlooked issues.

III. Proposal Phase (January - February)

The architects hired by OPRFHS will be a valuable resource in this phase, helping translate your team's list of needed changes into detailed solutions with specific proposals and architectural plans.)

- a. *What facilities (solutions) could optimally accommodate needed changes?*
- b. *How can we maximize impact and optimize investment?* Look for creative multi-use and shared use solutions within your team and across teams.
- c. Propose a list of prioritized changes and solutions that resolve discrepancies between future demand and capacity/capability.
- d. Identify benefits and barriers to your proposed solutions.



Team Output: A Look Ahead

What should your team's final output be?

As the Imagine process goes on, the answer to this will evolve and be refined. But for those who like to have some destination in mind, here are some initial ideas.

Overall Objective

Identify specific changes to the existing facilities that are needed to meet future demands in your team's area of focus. Propose specific solutions that would optimally accommodate needed changes identified by your team. This proposal may take the form of a single, integrated set of solutions or a few acceptable alternatives. These proposed solutions from each team will be the building blocks of a comprehensive facilities plan for OPRF that aligns with the District's Strategic Plan.

Final Team Proposal Content

1. A summary description of the current facilities in your area of focus.
2. A list of needed changes your team has identified.
3. The solutions your team proposes to meet those needs. The format will likely include a detailed written description and an architectural plan.
4. For each solution, include:
 - Your team's rationale for choosing it
 - The impact on students
 - The equity impact (use the Racial Equity Lens in your binder)
 - The financial impact
 - The scope of work necessary (remember, you'll have guidance from architects here)
 - How the solution reflects best practices
 - A priority ranking: 1 – 2 – 3
 - How this solution might fit into a comprehensive facilities plan (coordination with other teams)

Questions to Consider When Developing Proposed Solutions

- What does research reveal about best practices to address the area of focus for your team?
- What examples to address this area have positively impacted other school districts according to evidence-based research and available data?
- What facilities/structures/practices does OPRF currently implement that are working well to address this focus area?
- What facilities/structures/practices does OPRF currently have in place that are not working well to address this focus area?
- What departments would be impacted by the implementation of this proposal? Have you consulted them?
- Which curricula and/or school policies and procedures would need to be modified, adopted, or rescinded in order to implement this proposal?
- How would this proposal impact student learning in the long term and how might it disrupt their experience in the short-term?
- Is this proposal aligned to the Strategic Plan?