**1.5 ACP - Gap Analysis**

Topic: *What is missing in our ACP Process?*

**Prerequisite:** Lesson 1.3 – 1.4.2

**Audience:** ACP Teams

**Activity Goal**

ACP Prep and Planning

The goal of this activity is to provide an opportunity for districts to determine what is missing in their current ACP process.

**Background Knowledge for the Presenter:**

* Participants should have copies of the work they completed in the lesson 1.3 priorities list, and the completed color coded rubric and Current ACP Activities for Students from Lesson 1.4.1 and 1.4.2.
* Now that participants have completed the self-assessment rubrics they can better gauge what gaps exist in their current ACP process based on the work that is already being done in the school/district.
* This activity will ask participants to conduct a gap analysis to determine what is missing in their current ACP process. The gap analysis will help school districts determine what steps need to be taken in order to move from their current state to their desired, future state.
* Participants will fill in the blanks of the Gaps our District Needs to Address *Know*, *Explore*, *Plan*, *Go* handout with the names of the components they need to address for the district/school. They will also identify data points that will help them address and measure these components in the future. In lesson 1.7, participants will take this list of solutions and work with an Academic and Career Planning template.

**Materials Needed**

• Handouts - Gaps our District Needs to Address *Know* (1.5A), *Explore* (1.5B), *Plan* (1.5C), *Go* (1.5D)

**Time Needed:** 45-60 minutes

**Procedures**

1. Instruct participants, either in small groups or the large group, to complete the handout Gaps our District Needs to Address *Know* (1.5A), *Explore* (1.5B), *Plan* (1.5C), *Go* (1.5D) to indicate gaps in their current district plan. With each missing component, ask participants to predict what type of data they will use in the future to measure progress. Example data points can include graduation rates, academic performance, enrollment, assessment, course types, etc.
2. After completing the handout, discuss some of the following questions:
   1. What individuals identified is missing and why
   2. What are the consequences of these gaps?
   3. What type of data did they identify that will address and measure these gaps.
   4. How can participants ensure that the gaps are addressed so they can get to where they want to be?
   5. How will identifying the right kind of data help them get to where they want to be?
   6. What is their timeline to address these gaps?

# Gaps Our District Needs to Address *KNOW*

Handout 1.5A

Enter *Know* components that need work.

|  |  |  |
| --- | --- | --- |
| Example: Writing Personal Reflections | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |

# GAPS Our District Needs to Address *EXPLORE*

Enter *Explore* components that need work.

Handout 1.5B

|  |  |  |
| --- | --- | --- |
| Example: Career Interest Inventories | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |

# GAPS Our District Needs to Address *PLAN*

Handout 1.5C

Enter *Plan* components that need work.

|  |  |  |
| --- | --- | --- |
| Example: Resume Builder | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |

# GAPS Our District Needs to Address *GO*

Handout 1.5D

Enter *Go* components that need work.

|  |  |  |
| --- | --- | --- |
| Example: Modify Academic Goals | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
|  | List how your school/district can address the missing components of your ACP plan | List what data you can use to measure this missing component |
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