

## Task Force

### A strategy for engaging stakeholders

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#### You might organize a Task Force when...

You might organize a task force when you need to identify innovative or effective strategies for improving student achievement or attendance.



#### Description

A task force is a strategy that engages a carefully selected group of stakeholders who lend their knowledge and/or skills to strategic visioning and planning. Task forces meet regularly (likely weekly or bi-weekly) over a period of time. During that time, leaders assign them to a milestone and/or group of tasks, which they own from the beginning to the end (completion of their deliverables). This generally includes a list of well-informed recommendations that school leaders can use to make decisions and move work forward. Leaders should choose task force members wisely, thinking about their contributions to the overall deliverable(s)/end result.

Benefits of organizing a task force include:

- The expertise and focused work of the task force give school leaders solid findings on which to base decisions (supports strong data-based decision-making).
- A quality task force can also lend credibility to the work that might build support from other stakeholder groups.

#### The “How To” of a Task Force

- Identify an area of school planning which needs focused attention.
- Outline a clear set of deliverables for the task force, including milestones.
  - What is the desired end result of this work?
  - Are there milestones/objectives to be reached over the course of this project?
- Determine who will lead this group and time commitment the group will make.
  - Will the group meet weekly or bi-weekly?
  - Who on your staff can commit to leading this group?
- Invite a carefully selected group of experts, from inside and outside your school.
  - Internal and external perspectives will benefit this work.
  - Share the timeline, expected time and task commitments, and desired deliverables.
- Share task force recommendations with all stakeholders and make final decisions based on the group’s expertise in this area.