



LEARNING LAB | IMPLEMENTATION PLAN SAMPLE

PHASE	ACTIVITIES	RESPONSIBILITY	MILESTONE/DELIVERABLE	TIMELINE
Planning	Initial project kickoff; plan hiring	PI		July 2022
Planning	Hire new positions	PI and Project Manager		August 2022
Planning	Weekly planning meetings with faculty to collaborate on course coordination decisions and project rollout; workshops	PI and faculty co-PI serving as Course Coordinator		Summer 2022
Planning	Consult Learning Lab funded project implementing similar strategy	Course Coordinator		Summer 2022; ongoing
Planning	Outreach to finance, student affairs, and clubs on project plan/rollout	Project Manager		August 2022
Implementation	Monthly planning meetings with faculty to collaborate on course coordination	PI and faculty co-PI serving as Course Coordinator	Course materials and written guidance completed	Sept. 2022; meetings ongoing
Implementation	Submit completed implementation plan to Learning Lab	PI/Project Manager	Implement. plan completed	Sept. 2022
Implementation	Acquire IRB approval	PI/Project Manager	IRB approval secured	Nov. 2022
Implementation	Pilot/implement mastery learning and new grading practices across 6 course sections in Y1 spring and Y2 fall/ spring semesters; distribute surveys and iterate instruments, as needed.	Project team, faculty		Spring 2023; Fall 2023, Spring 2024
Data collection	Develop surveys for students and faculty, and interview questions for select project participants	Postdoc; project team to review	Survey instruments version 1 drafted and approved	Fall 2022
Implementation	Faculty attend mastery learning workshops	PI/Course Coordinator		Summer 2023
Implementation	Coordination with external departments and leverage opportunities to share information and collaborate	Project Manager		Ongoing
Data collection	Conduct brief interviews with select project team members and related staff/student groups about participation in project (Summer 2022 and ongoing);	Postdoc	Final report on data and analysis completed	Summer 2022 and ongoing;



	compile and analyze survey data and prepare final evaluation report (May/June 2023).			May/June 2023
Wrap Up	Identification of next project as result of effective faculty collaboration	PI/Project team		April/May 2023
Wrap Up	Disseminate project findings to 5 STEM departments	PI/Course Coordinator/Postdoc		May 2023