

To: Kevin Sved
Navigator Schools (“Navigator”)
From: Andrew Bray (“Consultant”)
Date: December 4, 2018
Re: Dissemination Project Proposal

Project Background

Navigator has always been interested in disseminating successful practices to other educators to enable them to serve more students effectively. In its early years, Navigator did this in small, ad hoc ways based on people reaching out to visit their schools, attend trainings, and access materials. More recently, Navigator has begun to structure more intentional partnerships for disseminating our practices, beginning in 2018 with Wonderful Prep.

Navigator is now at a point where it needs to become strategic and systematic in its approach to dissemination. As more schools seek to learn from Navigator (and as direct impact through opening more Navigator schools becomes more uncertain given changing California politics), Navigator wants to ensure that it is making smart choices around dissemination, effectively integrating it into its other work, and successfully serving its partners. With those aims in mind, Navigator will develop a strategic plan for its dissemination work through the process outlined below (the “Project”). Navigator has asked Consultant to serve as an advisor to the Project.

Key Questions to Answer

Navigator seeks to answer the following four questions through its planning process:

- **What are our objectives?** What outcomes are we trying to achieve through our dissemination work? How will we measure success?
- **What are our strategies?** What strategies will we pursue to achieve our objectives?
- **How will we execute successfully?** What will Navigator need in terms of people, money, and systems to execute our dissemination strategies successfully?
- **How does dissemination fit into Navigator’s other activities?** Does our dissemination work require a separate corporate entity, distinct team, or other structural change?

Project Timeline

Navigator will pursue a structured process to develop a written plan for our dissemination work on the following timeline:

December 11th	Get board advice and approval of proposed project
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January <i>Pre-work</i>	Navigator team conducts modest preliminary research and fact gathering (low intensity to protect the team’s focus on state appeal).
February-March <i>Develop Plan</i>	Navigator team develops a strategic plan (and supporting financial projections) for dissemination focused on the four questions above. Consultant participates in weekly calls with Navigator, reviews draft materials, and serves as “critical friend”. If needed, Consultant will attend one team meeting in Hollister to facilitate team discussions.
April <i>Finalize plan</i>	The Navigator team finalizes the plan and presents to board for approval on April 30th. <i>Note that Consultant is not available April 12-28.</i>

Key Roles

- Project manager/lead: James Dent
- Decider: Kevin Sved
- Outside advisor: Consultant
- Approver: Board of Directors

Consultant Key Activities

Consultant will provide advice throughout the Project and serve as a “critical friend” to the Navigator team. Consultant will:

- have weekly calls with the Navigator between January 28th and April 30th (~12 hours)
- review materials drafted by the Navigator team and provide feedback (~10 hours)
- facilitate a Navigator team meeting in-person (~5 hours)
- miscellaneous other activities as needed (~8 hours)

Navigator Key Activities

Navigator will be the ultimate owner of the dissemination plan. The team will draft materials and drive the project, timeline, and deliverables.

Project Fee

Consultant’s fee for the Project is \$8,750. The fee will be cover up to 35 hours of Consultant’s time. Each hour beyond that will be billed at the rate of \$250.00 per hour. Consultant estimates travel expenses of \$600 assuming one trip to Hollister.