

CASS Community of Practice

SAMPLE YEAR PLAN

Community of Practice Date & Time	Description of Activity	Supporting Resources
CASS Fall Conference - November	• Convene your Community of Practice group during the CoP session at this conference. • Use the <i>CASS Community of Practice Planning Tool</i> and the <i>Community of Practice Guide</i> to draft the purpose statement for your group. • Begin to develop your collaborative plan for the year. • Decide if you will meet between conferences. Schedule these meetings and block them in your calendar. • Designate a recorder to contribute to the CASS Prospective after your discussion.	• CASS Communities of Practice Guide • CASS Communities of Practice Planning Tool • CASS Communities of Practice website
Between Conferences - as decided by your CoP group	• Convene meetings of your Community of Practice as outlined in your collaborative plan. • Use the CASS Community of Practice Planning Tool and The Community of Practice Guide to support your work. • Put your collaborative plan into action. • Encourage colleagues who did not attend the Fall Conference to join your CoP.	
CASS Annual Learning Conference - March	• Plan to engage with your Community of Practice in person during the CoP session at this conference. • Consider embedding some reflective practice into this session and adjust your collaborative plan as required based on that reflection. • Decide if you will meet again during the remaining months of the year. Schedule these meetings and block them in your calendar. • Consider whether or not you want this CoP group and purpose statement to continue meeting next year. • Designate a recorder to contribute to the CASS Prospective after your discussion.	