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| Tool 2: Facilities Planning and Workplan  Part A. Facilities Planning | | | | |
|  | What must be done before an appropriate facility has been secured? | What renovations must be done to prepare the building? | What purchases must be made to prepare the building? | What resources are needed to ensure that the building is open on time for students? |
| Utilize a facility separate from the high school. |  |  |  |  |
| Outfit the facility in a way that respects the students. |  |  |  |  |
| Create a space that fosters a college-going culture. |  |  |  |  |

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| Tool 2: Facilities Planning and Workplan  Part B: Workplan and Timeline | | | |
|  | **Key Activities** | **Lead Staff Responsible** | **Completion Date:** |
| Utilize a facility separate from the high school. |  |  |  |
| Outfit the facility in a way that respects the students. |  |  |  |
| Create a space that fosters a college-going culture in the facility. |  |  |  |