



Early Childhood Equity Capstone Project Criteria

Step 1: Identify the problem or issue you want to address, with a specific focus on equity using the ECiPC-Equity framework and information we provided in our first meeting. The project must focus on systems serving those children receiving intervention services under IDEA, age Birth to 5, and their families, who have diverse backgrounds.

Step 2: Provide information about what you know about the problem or issue and how you want to address the problem or issue. "What policy or practice change do you propose to address the problem, and how?"

Step 3: Seek approval of capstone idea and method

Step 4: Once the overall idea is approved, complete the action plan template:

- **GOAL:** Is clear, concise, and focused on equity in early childhood intervention.
- **OBJECTIVES AND ACTIVITIES:** Break down the goal into action steps.
- **PERSONS RESPONSIBLE:** Who can assist in working on this plan? And for what objectives or activities.
- **RESOURCES NEEDED:** Identify what resources you need in the form of data, or personnel, or materials to complete the goal.
- **OUTCOME:** What is the outcome of each objective and action step?
- **TIMELINE:** Identify a realistic timeline for each objective and action step.
- **CRITERIA for success?** - How do you know this was/will be successful? Who do you expect to reach by your project or how will (children, families, practitioners, communities, practices) be impacted?

Remember to use **SMART Objectives** when completing the plan:

- **Specific** goals and objectives are well defined and clear on what needs to be accomplished.
- **Measurable** goals and objectives enable you to evaluate whether the goal was achieved.
- **Attainable** goals and objectives are realistic, given the availability of resources, knowledge, and time.
- **Relevant** goals and objectives are important to you and will make an impact on achieving your larger outcome.
- **Time-Bound** goals and objectives lock actions into a specific timeframe for completion.