This template is designed to help you and your institution develop a plan for fully scaling guided pathways practices that would better enable students to enter and complete programs of study that prepare them to succeed in further education and career advancement. In particular, this template will help you introduce and develop co-requisite remediation practices to better enable students to enter and complete the appropriate mathematics gateway courses that are imperative for their success. This template addresses six essential criteria to consider as you develop and implement a plan to fully scale your co-requisite remediation program:

1. **Key Accomplishments**
2. **Challenges**
3. **Steps Forward**
4. **Who and when?**
5. **Metrics**
6. **Needs Assessment**

Working with your group, discuss and record your team’s responses to each of these six criteria in terms of these key questions:

1. **Key Accomplishments:** What are the major steps enacted so far to realize this initiative? Consider your successes, effective practices and your consideration of other models.
2. **Challenges:** What obstacles have you or do you anticipate encountering? Consider such areas as pedagogy, scheduling, staffing, technology, outreach and support.
3. **Steps Forward:** What additional steps need to be taken to fully implement the practice? Consider such areas as policy, process, goal-setting and strategies.
4. **Who and when:** Develop a matrix that identifies the following:
5. INITIATIVE CATEGORY
6. DESCRIPTION OF TASK
7. PRIMARY RESPONSIBILITY
8. TIMEFRAME to IMPLEMENTATION
9. **Metrics:** How will you know that this practice is making progress? Consider setting measurable targets, projecting trajectories on a timeline and assigning responsibility for overall accountability of the program.
10. **Needs Assessment:** Identify and list what you need to fully actualize the initiative. Consider such factors as physical resources (e.g. labs), human capital, data and external assistance including professional development.