Google for Education

Pilot Framework

A comprehensive guide to piloting Google Tools and Devices

Introduction

Google commits to bringing the best of our solution to transform education. Whether you're deploying Chromebooks at a large scale or running a smaller-scale Pilot, this framework represents learnings from 12 Pilot projects around the world (including UAE, Finland, Turkey, Romania, Brazil, Mexico, Malaysia, etc.) and is designed to make your initial rollout as successful as possible. Critical steps such as goals, metrics, timeline, and costs are all addressed in detail, based on learnings from many Google for Education Pilots around the world.

How to Use this Guide

Want to set up a Pilot and roll out Google Apps for Education (GAFE) and Chromebooks or Android Tablets for teachers and students? This document is for you! As the leader of this Pilot initiative, you have here a set of best practices to help guide and advise you on a successful Pilot initiative. We encourage you to review this document and share with your team before beginning a Pilot.

Each section contains four elements:

PREVIEW
Understand why the section will help you conduct a successful Pilot.

CATALYST QUESTIONS
Reflect on these important questions that can result in important insights for the Pilot.

RECOMMENDATIONS
These are best practices based on past experiences running Pilots across the globe.

NEXT STEPS
The immediate action(s) you can take with your teams to get going!

These strategies, tactics, and practical resources will help you get started with your Google initiative. As part of your journey towards school transformation, Google will be there to support you along the way. Let's get started!

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SECTION	QUICK PREVIEW
Goals	Defining clear goals for your Pilot is critical to measure the effectiveness of your efforts, the technology you're trialing, and the Pilot overall.
Timeline	Pilots should ideally span nine months in duration to account for planning and post-Pilot preparations.
Selection	When selecting schools to participate in the Pilot (or wider rollout), you can guide your decision based on the school's: 1) technical readiness, 2) overall school performance, 3) general enthusiasm from students, teaching and administrative staff, 4) commitment to the Pilot (attending trainings, etc.).
Measurement	Track impact by running surveys before, during, and after the Pilot. You can build-in classroom observations and collect use-cases to generate more qualitative feedback.
Partners	Pilot teams typically onboard and work with three types of partners: PD, Technology (Devices), Deployment.
Technology	Utilize Deployment partners to ensure GAFE and/or Chromebooks are deployed and distributed in safe and timely manner.
Share	Keep key stakeholders in the Ministry of Education (MOE) abreast during Pilot, and prepare a main post-Pilot report to show overall project impact.
Professional Development	At least 30 hours of training per teacher for duration of Pilot. Over 50 hours if the pilot is year-long.
Funding and Sustainability	Pilot project costs vary by region, size, and scale. Main cost drivers are Professional Development, Deployment, and Devices.

Goals

CHECKLIST

- ❏ Define what success looks like for your rollout
- ❏ Set goals that you can measure over time through the duration of the project
- ❏ Include KPIs across all stakeholders and areas of the project (e.g. students, teachers, staff, technology, learning outcomes, etc.)

PREVIEW

Defining clear goals for your Pilot is critical to measure the effectiveness of your efforts, the technology you're trialing, and the Pilot overall. Goals should be measurable, address all stakeholders (students, teachers, decision-makers, etc.), and provide you with the information necessary to make a final decision at the conclusion of the Pilot. From past Pilots we've learned the most impactful goals are ones that align with MOE priorities, measure mutually agreed upon performance indicators, and are attainable given the Pilot timeframe.

CATALYST QUESTIONS

Before you begin, take a moment to reflect on these important questions:

- What are the your goals/priorities and success metrics for the Pilot?
- Are they feasible (and measurable) within the length and scope of the Pilot?
- Do you have the proper mechanisms in place to measure the goals?

RECOMMENDATIONS

- It's important to define what success looks like for both the MOE and the Pilot schools. Below are some common KPIs MOEs have used in past Pilots.
- There are two main areas you can measure success and impact across when evaluating a Pilot: a successful project implementation and educational outcomes / improvements for students and teachers.

Implementation	Educational Outcomes

• Frequency of tool usage in the classroom
• Number of teachers trained
• Attendance at Pilot trainings
• Reliability of the solution (down time for individual students)
• Integration of Google tools/devices within current technology setup
• Ease of use of the Management Console and tools
• Increase in extent and nature of use of technology before/after the Pilot
	• Student-centered
	  ○ Attitude towards technology use in the classroom (motivation, engagement, etc.)
	  ○ Perceptions about learning and school in classrooms with technology
	  ○ Attitude toward technology before/after the Pilot
	  ○ Student engagement
	  ▪ Classroom participation
	  ▪ Classroom and lesson enthusiasm
	  ▪ Assignment completion rate
	• Educator
	  ○ Educator perceptions and interest in using technology in classroom
	  ○ Improvement in comfort level of using Google tools in the classroom
	  ○ Attitude toward technology before/after the Pilot
	  ○ Incorporation of Google tools/technology in curriculum and lessons plans
	  ○ Number of Educator Level 1 Certifications

Greater detail on how to measure these metrics, templates for doing so, and how to report/share said metrics with the MOE are all provided in additional sections of this Guide (specifically the 'Assessments' and 'Share' sections). Some of these strategies include: classroom observations, student surveys, activity reports for educators to share how they used tools in the classroom to further engage students, training curriculum mapped to school curriculum, etc.

NEXT STEPS

1. Schedule a meeting with your Pilot project team and any relevant stakeholders/partners to define what success looks like across all Pilot workstreams.
2. Clearly outline all goals for the Pilot and assign owners to each one.

Timeline/Milestones

CHECKLIST

- ❏ Review all steps involved in rolling out Google tools and set a realistic launch date
- ❏ Based on the launch date, create a detailed timeline (including critical milestones) to ensure your project stays on track

PREVIEW

Pilots take time. To reach the goals you have set, budget enough time to plan, launch, train educators, observe and share outcomes. In this section you will learn how to efficiently budget time for your Google for Education Pilot. We will help you think through each Pilot stage, when to execute them, and give you some examples to get started.

CATALYST QUESTIONS

Before you begin, take a moment to reflect on these important questions:

- When is the best time to kick off your Pilot? Beginning of school year? After first academic period?
- Are there any constraints on our end that may conflict with the proposed MOE timeline? I.e. partner onboarding, building curriculum, etc.
- What are the key achievements that you would like to see throughout the Pilot? I.e. teachers certified, 7-day active users, etc.
- Is it realistic when you think about all activities involved in the pre-Pilot planning (outlined below)

RECOMMENDATIONS

- Pilots vary in length, but we recommend spending at least **nine months** planning, launch, training, and concluding your Pilot. Anything shorter leaves the Pilot feeling rushed and provides little flexibility. Plus, teacher comfort & confidence, classroom use-cases, student academic outcomes are unlikely to materialize in a shorter time frame.
- An ideal timeline is outlined below:

9 Month Pilot Program

Stage	Plan	Launch	Train	Conclude
Duration	2 months	1 month	5 months	1 month
Academic calendar	Extended holiday	Back-to-school	Ongoing, throughout school year	Before conclusion of school year
Activities	With your team, build a comprehensive workplan for the next 7 months	Make a splash and announce the Pilot to schools!	Execute PD plan to train educators and staff	Collect performance data, assemble report, and share with stakeholders

- Planning is the most important stage of the Pilot. Without a carefully considered workplan, sticking to any timeline or reaching goals will be challenging. Gather your Pilot team and make the initial time investment to plan your Pilot project well.
- Consider potential delays in project timeline. The unexpected can and will delay progress. Include some flexibility into the calendar for issues you might foresee.

NEXT STEPS

1. Download the following Pilot planning template (goo.gl/y76svF). This document contains all the planning & preparation activities to be completed prior to safely launching the Pilot.
2. Make a copy for your internal use. Set your team to work on each activity found within the template. Each activity can be worked on and executed concurrently. Additional detail on each one is included throughout this guide.

Selection

CHECKLIST

- ❏ Define how big your Pilot will be and who will be included in it (which schools, groups of teachers, students, etc.)
- ❏ Draft criteria to guide school and teacher selection for participation (if you're not including everyone in the rollout)

PREVIEW

Defining the size and scope of your Pilot will dictate how many resources you'll need to be successful. When defining size, we recommend focusing on these categories: number of schools included, number of teachers included from each school, and number of students. When defining scope, we're referring to what tools you'll be Piloting (GAFE only? GAFE and Devices?) and how many licenses/devices you'll need to account for all participating users.

CATALYST QUESTIONS

Before you begin, take a moment to reflect on these important questions:

- What is your selection criteria for which schools to include in the Pilot? (recommendations below)
- What is the ideal size for your Pilot? (number of schools? teachers? students?)
- Once selected, have you confirmed with each school that they can commit to the Pilot? (allowing teachers to attend training, technical setup requirements, etc.)

RECOMMENDATIONS

- This document (goo.gl/6gW6s5) outlines critical areas to consider when selecting Pilot schools, accounting for areas like tech savviness of the school, familiarity with Google tools, size and scale, and benefits for participating.
- Make sure each Pilot school is adequately setup with wifi to handle GAFE and/or Chromebooks. This is absolutely critical for a successful project.
    - Enterprise Networking for Chrome Devices (goo.gl/7XmP7b)
    - Networking Best Practices for Large Deployments (goo.gl/OC23iW)

For Schools:

Schools with the following characteristics make for best candidates for Piloting.

- Strong overall school performance
- Sound technical infrastructure & savviness from staff
- Wifi access from any point throughout the school campus
- Enough Wifi connectivity to support all users involved in the Pilot to use GAFE & Devices at the same time
- Highly enthusiastic teaching, student, and administrative staff

Teachers:

It is critically important to think about the number of teachers from each Pilot school that you'll include. If you open the Pilot up to an entire school, there are significantly more teachers to train and dividing devices between classes gets very tricky.

In an ideal situation, we recommend:

- Select 4 teachers from each school site, 2 from lower grades and 2 from upper grades. That way each teacher has a “buddy” and you cover all grade levels.
- You can then procure a classroom set of devices for each of the 4 teachers, so even if students rotate teachers, the devices will stay with the teachers that are involved in the Pilot.

NEXT STEPS

1. Define how big your rollout will be and who will be included in it (which schools, groups of teachers, students, etc.)
2. Draft criteria to guide school and teacher selection for participation (if you’re not including everyone in the rollout)
3. Select the schools and ensure they’re committed to the requirements of the Pilot

Measurement

CHECKLIST

- ❏ Define how you will measure the success of your rollout and ensure there are methods in place (surveys, reports, observations, etc.) to collect the data to do so

PREVIEW

Metrics are the main way to show the impact of your Pilot. Consistently measure, track, and report progress from Pilot educators and students as they use their new technology tools. In this section you will learn how to measure your Pilot and assemble reports that you can share with your team, sponsor organization, and community stakeholders such as educators, school leadership, and student families.

CATALYST QUESTIONS

Before you begin, take a moment to reflect on these important questions:

- What qualitative metrics do you want to track and report?
- What quantitative metrics do you want to track and report?
- Are these metrics aligned with your overall educational goals?
- How will you collect data throughout the Pilot? How often would you like to collect it?

RECOMMENDATIONS

- Ensure the metrics you are measuring will ultimately showcase the success of the Pilot / if your goals have been met
- Maintain consistent metrics throughout Pilot, starting with a pre-Pilot survey to provide a baseline measurement
- Continue surveying students and educators’ experiences and growth during and after the Pilot. This works best through both formal and informal classroom observations to collect use-cases and anecdotal stories
- Incorporate surveys into training sessions to measure educators’ professional development with technology (also to ensure they take surveys!)

NEXT STEPS

1. Take a look at some of the common success metrics (goo.gl/ypvL5V) in Google Pilots.
2. After your team has selected metrics, run a pre-Pilot training survey (goo.gl/RPivvW) for educators. You will gain a sense of where they stand with Google tools. The results will be compared with the post-Pilot Training Survey (goo.gl/hfDwfT).
    - The information can also be used to define training materials and curriculum. For example, if educators have no prior experience with GAFE, the training content should be based around L1 Fundamental course.
3. You can administer some of these surveys to track progress throughout Pilot:
    - Individual post-training session feedback survey (goo.gl/ZoiWyh)
        - We recommend collecting feedback after each training session
        - This information should be used to make any minor tweaks to your training efforts

- Post-Pilot Training Survey (goo.gl/hfDwfT)
    - This information should be compared to the data collected in the pre-Pilot training survey and can be used for quantitative improvement metrics in your Pilot Wrap-Up Report
- "Impact Report" (goo.gl/jkmYQw)
    - Great way to gather stories about student and teacher experiences in Pilot classrooms.
    - Pilot teams have discovered a lot of wonderful and surprising classroom use cases out of this report!

Partners

CHECKLIST

- ❏ Define which types of partners you need/want to work with (Deployment, Training, etc.)
- ❏ Establish the roles and responsibilities of each partner before officially onboarding them
- ❏ Set clear expectations for how you'll engage with them over the course of the Pilot (weekly meetings, points of escalation, etc.)

PREVIEW

Partners are a valuable part of the Google for Education ecosystem and are often instrumental in the planning and execution of Pilots. Commonly-used partner types are Training/Professional Development (PD) and Deployment/Technical organisations. Your PD partner is key to delivering effective training and supporting the school through transformation. Your Deployment partner will run technical audits, set up schools with GAFE & Devices, troubleshoot network issues, and generally own the technical side of the Pilot.

CATALYST QUESTIONS

Before you begin, take a moment to reflect on these important questions:

- What partners do you want to work with?
    - Are they organizations that you've worked with before? Does the MOE have a preference on who you work with?
    - Do the Pilot schools already have relationships with organizations that you can leverage?
    - Do your potential partners speak the local language?
- What would you like the partner(s) to do?
    - Outline partner responsibilities in their respective Statements of Work
- Is the partner large enough to support the size, scale, and scope of the Pilot?
- Do you have the budget to cover the costs of working with multiple partners?
    - Costs increase significantly for PD partners if onsite training is required and the Pilot schools are spread out across the region.

RECOMMENDATIONS

- Your training partner should speak the local language and be able to deliver all training/deployment sessions in said-language
- For training partners, we *highly* recommend using one that is already familiar with Google tools and has experience delivering trainings on GAFE and Chromebooks. One way to identify these agencies is through the Google PD partner Program. You can find existing partners in our EDU Directory (g.co/edudirectory).
- For deployment partners, we *highly* recommend using one that is already a Google for Education partner and has experience setting up GAFE, enrolling devices, etc. You can find existing partners in our EDU Directory (g.co/edudirectory).

NEXT STEPS

- Identify the partner organizations you want to work with, outline their scope of work / general involvement in the Pilot, and officially onboard them as part of the Project.

Technology

CHECKLIST

- ❏ Set owners for all technical responsibilities:
  - ❏ Who will complete a technical audit of each Pilot school (Is it the technical partner? The school itself?) to ensure they have the proper infrastructure in place to support a device rollout?
  - ❏ Who will setup, enroll, and distribute GAFE user accounts and/or devices?
- ❏ Decide on the devices you'll provide and the distribution of devices per teacher/student
- ❏ Build a clear timeline and allow for adequate testing and deployment time prior to launch

PREVIEW

Deploy and distribute Google tools and devices in a timely and user-friendly manner. In this section, you will learn the steps to ensure your technical infrastructure is ready for a Pilot. This information will also help you explain to your deployment partner the technical setup required to allow for a successful launch of Google products.

CATALYST QUESTIONS

Before you begin, take a moment to reflect on these important questions:

Technical Readiness:

- Do the selected school sites currently have a GAFE domain? If not, will they set up an entirely new GAFE domain or migrate from their existing platform?
- If it's a GAFE-only Pilot, does the school have devices on-hand to support the use of Google tools?
- How much internet bandwidth is available to support the rollout of devices? Are there firewalls and/or proxies in place that would prevent the Chromebooks from accessing the network?
- Will the local school's ICT team support the rollout? What role will they play, if any?

Device Procurement:

- Who will evaluate and select the Pilot devices?
- How many devices will you need? Will all teachers and students involved receive individual devices? Or is it a shared classroom set that's rotated between students?
- Do the devices require language-specific keyboards? You can have the keyboards custom-made, but this requires additional time, or you can apply stickers to the keyboard.

Deployment:

- How much time will you need to provision GAFE and order, procure, and deploy devices?
- Will your Deployment partner travel onsite to each school to setup the devices?

RECOMMENDATIONS

Technical Readiness

- Perform a Technical Audit through a Deployment partner to verify that your school(s) is technically ready (based on infrastructure requirements in Pilot school selection criteria)
  - You can show your partner this deployment planning guide (goo.gl/cpelLI) to get started.
- Make sure each Pilot school is adequately setup with wifi to handle GAFE and/or Chromebooks
  - Enterprise Networking for Chrome Devices (goo.gl/7XmP7b)
  - Networking Best Practices for Large Deployments (goo.gl/OC23iW)
- Plan at least 2 months ahead of time prior to launching Pilot to procure and deploy GAFE & Devices. This actually takes a significant amount of time!
- Ensure that weekly technical updates from the partner is mandated in the Statement of Work to stay fully informed on the progress of the Pilot.

How to Buy:

- Work with your pre-existing Reseller to procure Chromebooks for your rollout. If you don't have one, contact a Certified Google Reseller in your region using the Online Directory (g.co/edudirectory)

NEXT STEPS

- After selecting the Pilot schools, have your technology team to fill out this Technical Readiness Doc (goo.gl/xuy4GN). This will provide useful due diligence on your technology Pilot environment.
- Start the device procurement process through a Google certified partner.

Share

CHECKLIST
❑ Select an owner to send out Pilot/Rollout update emails and define who the proper audience is for these emails
❑ Outline owners for each area of the project and require updates/bullet-points from them in order to compile the larger update email

PREVIEW

Sharing general Pilot progress and summary reports to key stakeholders (MOE leadership, school leaders, teachers, parents, etc.) keeps your project moving and ensures continued buy-in. You can utilise these reports to share wins, as well as to escalate any issues and/or roadblocks that you encounter along the way.

CATALYST QUESTIONS

Before you begin, take a moment to reflect on these important questions:

- What specific content will stakeholders care about?
    - Think about this in the context of the Pilot goals you set earlier
- What do parents need to know about the Pilot?
- What format/style will you utilise to share the information?
    - Options: newsletter, progress report, key milestones reached, success stories, etc.
- When & how often will you share progress and results?

RECOMMENDATIONS

- We recommend sending updates on a weekly or bi-weekly cadence to keep stakeholders engaged and abreast of what's happening
- Reports typically include:
    - Progress updates on agreed-upon goals
    - Summary of the Pilot to-date
    - Overview of what was covered in the most-recent training session
    - Status update on the technical side of things
    - Any roadblocks and/or changes that have been made(goo.gl/xTregl
    - Classroom application use-cases
- Don't forget to include success stories around student engagement and learning. MOEs are particularly interested in hearing how students and teachers are interacting with their new tools.
- Make sure parents are aware of the new tools their children have access to. You can share these Branding Guidelines (goo.gl/lNZ55J) for best practices on how to communicate the change to the wider community. There are sample communication templates specific to parents listed below:
    - Sample Letter (goo.gl/TeK1Zs) to Parents
    - GAFE Pilot Overview and Permission Slip (goo.gl/xTregl)

NEXT STEPS

- Draft a template to standardize your Pilot update reports
- Assign owners for each section of the report and decide on a deadline for updates/content to be shared prior to publishing

Professional Development

CHECKLIST
❏ Administer a pre-training survey to understand what level of understanding and experience with Google tools (and technology in general) your teachers are entering the Pilot with
❏ Decide if training will be delivered by a member of staff or by PD Partner. If it's a PD Partner, define a statement of work and onboard the partner well in advance of the training start date.
❏ Define a training schedule and get signoff from Senior Leadership and/or the Pilot teachers to attend the trainings

PREVIEW

Teachers must be supported with effective and extensive professional development. In this section, you will learn how to deliver relevant, personalized, hands-on, and teaching-focused training. Google Pilot PD plans all have the following in common:

- Technology training structured around classroom use-cases
- Personalized to each teacher's' ability, prefered learning style, subject/grade level and own learning goals
- Model technology use
- Map to local standards to guide accountability and a way to measure progress
- Include staff/teacher collaboration and mentoring

CATALYST QUESTIONS

Before you begin, take a moment to reflect on these important questions:

- How much prior experience do teachers have using technology in classroom?
- Can you identify "Lead teachers" or technology champions that can be used to coach and support others?
- What teaching pain points can good PD on technology alleviate?
- How is PD normally conducted at the school? Frequency, setting, time allocated, funding, content, etc.
- What overall professional skills do teachers want to acquire?
- How can we reward teachers who are excelling with technology in the classroom?

RECOMMENDATIONS

- Hire a Google PD expert (could be a partner, Certified trainer, etc.) to build a customized PD plan for the duration of your Pilot
- Involve school site leaders to determine whether the Pilot training can be incorporated into existing or pre-scheduled school PD (coaching/mentoring, after school seminars, in-service days, online, etc)
- Based on previous Pilots, Google recommends 30 hours of training per teacher. Here is the breakdown:
    - Training program spanning 6 months
    - Training sessions conducted on a biweekly basis
    - 2-3 hours per training sessions
    - Training content should include:
        1. How to use Google tools to support professional growth
        2. How to use the tools to facilitate and inspire student-centred learning (pedagogy)
        3. How to use the tools to save time & enhance productivity, planning and collaboration between school staff
- Other helpful activities include modeling use of technology, class observations, formalised mentorship for educators, etc.
- Incentivize teachers to learn and grow. Offer intrinsic and extrinsic rewards, like peer recognition, a weekly competition, or a Level 1 Certification tied to a gift card.

NEXT STEPS

- Hire a Google PD expert in your area (g.co/edudirectory). These can be individual trainers or organizations we have approved to train educators on Google tools
- Enroll in Google for Education's Training Center (g.co/edutrainingcenter). This will give you a taste of what your Pilot educators will learn!
- Once your team has explored and studied the Training Center (likely at the conclusion of the Pilot), register for the Educator Level 1 Certification (goo.gl/Gfrp0I) exam. Obtaining the certification proves that your educators have the basic skills to integrate technology into the classroom. Expect your PD partner to train every educator in the Pilot to pass this exam!
- Arrange a fun competition (goo.gl/OgEhrN) for participating educators!

Funding & Sustainability

CHECKLIST

- ❏ Define how much you can spend on a Pilot
- ❏ Allocate budget across devices, professional development, and deployment assistance
- ❏ Work with your partners to negotiate prices on training, devices, and deployment costs

PREVIEW

Pilots often require upfront monetary investment, and it's important to account for the various cost drivers before launching a new project. Consistent funding streams for both recurring and one-time costs are required to ensure sustainability, but remember that a shift to greater use of technology should be viewed as a means for long-term cost-savings.

CATALYST QUESTIONS

Before you begin, take a moment to reflect on these important questions:

- What are the biggest cost drivers for running a Pilot?
- How much of a monetary investment are you willing to make?
- Have you sourced multiple estimates to ensure you're receiving the best price from partners?

RECOMMENDATIONS

- The three biggest areas for Pilot expenditure are procurement of devices/management console, deployment services, and conducting professional development.
- Reach out to Google's approved network of hardware, deployment and professional development partners for a fair quote of services

NEXT STEPS

Cost Drivers:

- **Professional Development Program** to train all teachers on the new technology over the course of the Pilot
  - Variances occur based on travel needs, length of Pilot, training expectations, number of participants, varied tech-savviness of participants, etc.
- **Technical Deployment partner** for technical audits, infrastructure assessments/additional investment, GAFE & Devices setup / rollout, etc.
  - Variances occur based on number of schools included, prior use of GAFE & Devices, extent of work needed on infrastructure setup, etc.
- **Device & Management Console Procurement** (in USD)
  - Devices range in prices from $149 - $800
  - The Chrome Management Console is $30 per device

SECTION	CHECKLIST
Goals	❏ Define what success looks like for your rollout
	❏ Set goals that you can measure over time through the duration of the project
	❏ Include Key Performance Indicators (KPIs) across all stakeholders and areas of the project (e.g. students, teachers, staff, technology, learning outcomes, etc.)
Timeline / Milestones	❏ Review all steps involved in rolling out Google tools and set a realistic launch date
	❏ Based on the launch date, create a detailed timeline (including critical milestones) to ensure your project stays on track
Selection	❏ Define how big your rollout will be and who will be included in it (which schools, groups of teachers, students, etc.)
	❏ Draft criteria to guide school and teacher selection for participation (if you're not including everyone in the rollout)
Measurement	❏ Define how you will measure the success of your rollout and ensure there are methods (surveys, reports, observations, etc.) to collect the data to do so
Partners	❏ Define which types of partners you need/want to work with (Deployment, Training, etc.)
	❏ Establish the roles and responsibilities of each partner before officially onboarding them
	❏ Set clear expectations for how you'll engage with each partner over the course of the Pilot (weekly meetings, points of escalation, etc.)
Technology	❏ Set owners for all technical responsibilities: ❏ Who will complete a technical audit of each Pilot school (Is it the technical partner? The school itself?) to ensure they have the proper infrastructure in place to support a device rollout? ❏ Who will setup, enroll, and distribute user accounts and/or devices?
	❏ Decide on the devices you'll provide and the distribution of devices per teacher/student
	❏ Build a clear timeline and allow for adequate testing and deployment time prior to go-live
Share	❏ Select an owner to send out Pilot/Rollout update emails and who the proper audience is for these emails
	❏ Define owners for each area of the project and require updates/bullet-points from them in order to compile the larger update email or report