

DR. CHAD JONES (@CHADTHETEACHER)

MASTERING THE TECHNOLOGY ROLLOUT

ABOUT ME

- ▶ Director of Technology Development in LCISD (6+ years)
 - ▶ D2SC - Gradebook, Curriculum Portal, & Assessment
 - ▶ Eduphoria - Assessment & Lesson Planner
 - ▶ Skyward - Gradebook, Scheduling, Discipline, etc.
 - ▶ Skylert - District Messaging System
- ▶ Focused training in Program Evaluation

WHAT IS A TECHNOLOGY ROLLOUT?



**STEP 1: DEFINE
YOUR OBJECTIVE &
HOW YOU WILL
EVALUATE SUCCESS**

DEFINE YOUR OBJECTIVE

- ▶ What are you trying to accomplish?
- ▶ What will your end user do or change?
- ▶ What will be different after this project has rolled out?
- ▶ What are your technical goals (hardware, software)?
- ▶ Think in terms of tangible AND intangible results
 - ▶ Tangible: All lesson plans entered in new system
 - ▶ Intangible: 80% of staff felt new lesson plan system was easier

EVALUATING SUCCESS

- ▶ How will you evaluate whether you met your objectives?
 - ▶ Could be yes/no: All lesson plans were entered via new system
 - ▶ Could be degrees of success: All lesson plans were entered via new system and 80% of staff felt it was a better



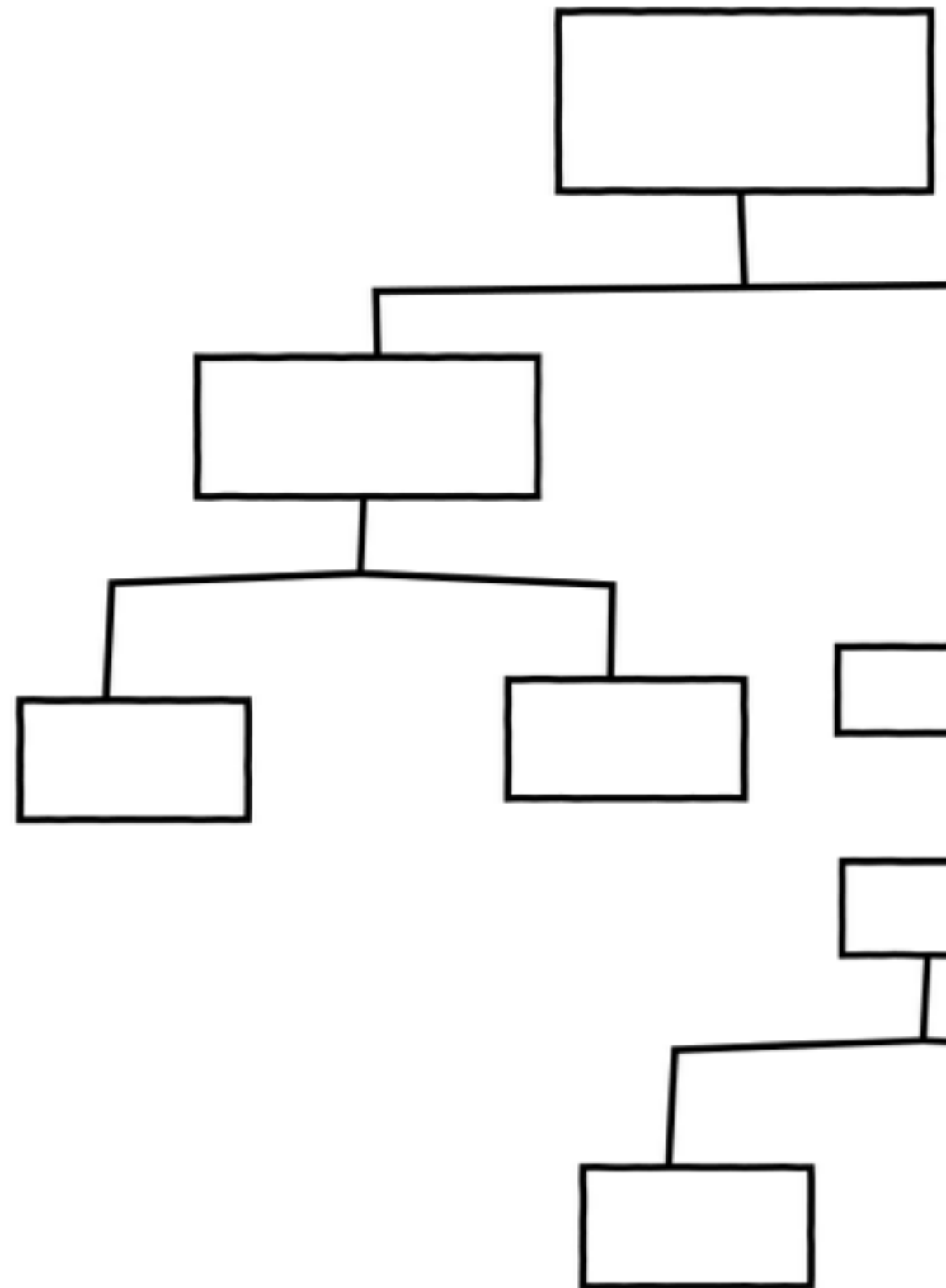
STEP 2: CREATE A TIMELINE – FOCUS ON THE OBJECTIVE

DEVELOPING A TIMELINE

- ▶ Start at the end...work your way backwards
- ▶ Schedule things like:
 - ▶ Technical deadlines (something has to be working by...)
 - ▶ Trainings
 - ▶ Transition dates
 - ▶ Hirings

The image shows a wall covered with laminated calendar sheets for the 'Student Management Implementation' project. The sheets are organized by month, showing dates from April to November 2013. Each sheet features the 'LAMAR CSD' logo and a grid of dates with specific implementation tasks and training sessions noted. The sheets are pinned to a wooden wall, and some have handwritten notes like 'INTERACT' and 'ISTE'.

STEP 3: DEFINE ROLES



DEFINE ROLES

- ▶ Owner - who gets fired if it fails (i.e. decision maker)
- ▶ Project Manager
- ▶ Lead Trainer
- ▶ Workforce
- ▶ Support Personnel
 - ▶ During implementation & AFTER
- ▶ End Users

DEFINE ROLES

- ▶ Supporters of success
 - ▶ District administration
 - ▶ Campus administration
 - ▶ Supervisors



STEP 4: UNDERSTAND YOUR COSTS

UNDERSTAND YOUR COSTS

- ▶ Costs = Money & Time
- ▶ Money - usually easy...comes as a quote!
- ▶ Time - can be harder to define
 - ▶ Installation time
 - ▶ Training development
 - ▶ Training sessions (cost for end user)

UNDERSTAND YOUR COSTS

- ▶ Understanding Time Costs
 - ▶ Admin Costs
 - ▶ End User Costs
- ▶ End User costs are REAL and should be communicated - builds trust!

Cost

Trainer Costs:

- Creation of initial 24 video trainings – 6 hours
- Creation of document training resources – 40 hours
- Development of Face to Face training – 20 hours
- Face to Face training – 1.5 hours per session

Trainee Costs:

- Video trainings – 1.5 hours
 - 1.5 hours X 1,500 teachers = 2,250 hours total district time
- Face to Face training – 1.5 hours
 - 1.5 hours X 1,500 teachers = 2,250 hours total district time
- Total time per teacher = 3 hours
- Total district time = 4,500 hours



STEP 5: BECOME THE EXPERT

BECOME THE EXPERT

- ▶ You must know EVERYTHING...or...
- ▶ Know who on your team knows each piece
 - ▶ Delegating is ok, as long as you are knowledgeable
- ▶ Being the expert builds TRUST!



STEP 6: KNOW YOUR FAILURE POINTS















KNOW YOUR FAILURE POINTS

- ▶ Where can something go wrong?
 - ▶ Run out of money
 - ▶ Material not delivered on time
 - ▶ Not enough time to complete tasks



STEP 7: DEVELOP A TRAINING PLAN

STAFF DEVELOPMENT – MODES :TYPES

| | Info | Simple HowTo | Deep HowTo | Hands On | Collabor ative |
|-------|---|---|---|---|---|
| 1:1 |  |  |  |  |  |
| F2F | | |  |  |  |
| Video |  |  |  |  | |
| Doc |  |  | | | |


MAKE YOUR TRAINING ACCESSIBLE

INTERACTf Cafe

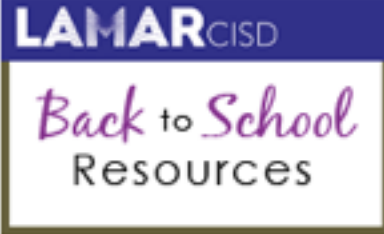
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Resources




PROMETHEAN
Instructional Resources




BACK TO SCHOOL
Teacher & Class Resources




21ST C.L.D.
Instructional Best Practices




APPLE
Think Different




BIG BRAINZ
Math Fact Practice




BLOGGING
Content Finder Classroom




DESTINY
Library Management



CHILD ADVOCATES
Providing a Voice



COMPUTER BASICS
Tips & Troubleshooting



EDMODO
Social Learning Platform



STEP 8: HAVE A PILOT

HAVE A PILOT

- ▶ Having a pilot group is perhaps the MOST important part of a technology rollout
- ▶ A good pilot helps you:
 - ▶ Refine training
 - ▶ Discover problems
 - ▶ Build some cheerleaders for your cause!

HAVE A PILOT

- ▶ Pilot group should receive SAME training as you intend to use with everyone
- ▶ Explain to pilot group that it is a PILOT and there may be issues
- ▶ Plan follow up meetings to discuss how it went
- ▶ Make changes before the full roll out



**STEP 9: SELL,
SELL, SELL!**

SELL, SELL, SELL!

- ▶ Talk about the rollout ALL the time
- ▶ Talk about the rollout with EVERYONE
- ▶ Be in EVERY meeting you can be in selling the rollout
- ▶ ALWAYS be positive
- ▶ Combat the negative IMMEDIATELY



**STEP 10: FINISH
THE JOB AND
MOVE TO ONGOING
SUPPORT**

FINISH THE JOB AND MOVE TO ONGOING SUPPORT

- ▶ Eventually, the rollout ends...FORCE IT TO END
 - ▶ If it's a big project, rollout phases!
- ▶ Have a plan for ongoing support
 - ▶ Develop a ticketing system
 - ▶ Track technical and training needs
- ▶ EVALUATE SUCCESS (STEP 1)

**BE SUCCESSFUL ENOUGH AND
YOU BUILD EQUITY, MAKING
FUTURE ROLLOUTS EASIER!**

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