DR. CHAD JONES (@CHADTHETEACHER)

MASTERING THE TECHNOLOGY ROLLOUT
ABOUT ME

- Director of Technology Development in LCISD (7+ 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
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!

<table>
<thead>
<tr>
<th>Cost</th>
<th>Trainer Costs:</th>
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<tbody>
<tr>
<td></td>
<td>- Creation of initial 24 video trainings – 6 hours</td>
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<td>- Creation of document training resources – 40 hours</td>
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<td>- Development of Face to Face training – 20 hours</td>
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<td>- Face to Face training – 1.5 hours per session</td>
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| 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

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<th>Deep HowTo</th>
<th>Hands On</th>
<th>Collaborative</th>
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MASTERING THE TECHNOLOGY ROLLOUT

MAKE YOUR TRAINING ACCESSIBLE

INTERACT Cafe - A Fusion of Curriculum and Technology

Resources

- Promethean: Instructional Resources
- Lamar CISD: Back to School Resources
- 21st C.L.D.: Instructional Best Practices
- Apple: Think Different
- Big Brainz: Math Fact Practice
- Blogging with your class
- Destiny: Library Management
- Child Advocates of Fort Bend: 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!
MASTERING THE TECHNOLOGY ROLLOUT

**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!
MASTERING THE TECHNOLOGY ROLLOUT

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)
MASTERING THE TECHNOLOGY ROLLOUT

BE SUCCESSFUL ENOUGH AND YOU BUILD EQUITY, MAKING FUTURE ROLLOUTS EASIER!
THE RFP PROCESS

- Work with your purchasing department in creating your RFP
- Ask everyone else for a copy of what they used
- Multiple committees:
  - Small group
  - Large group - vote!
  - Small group