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

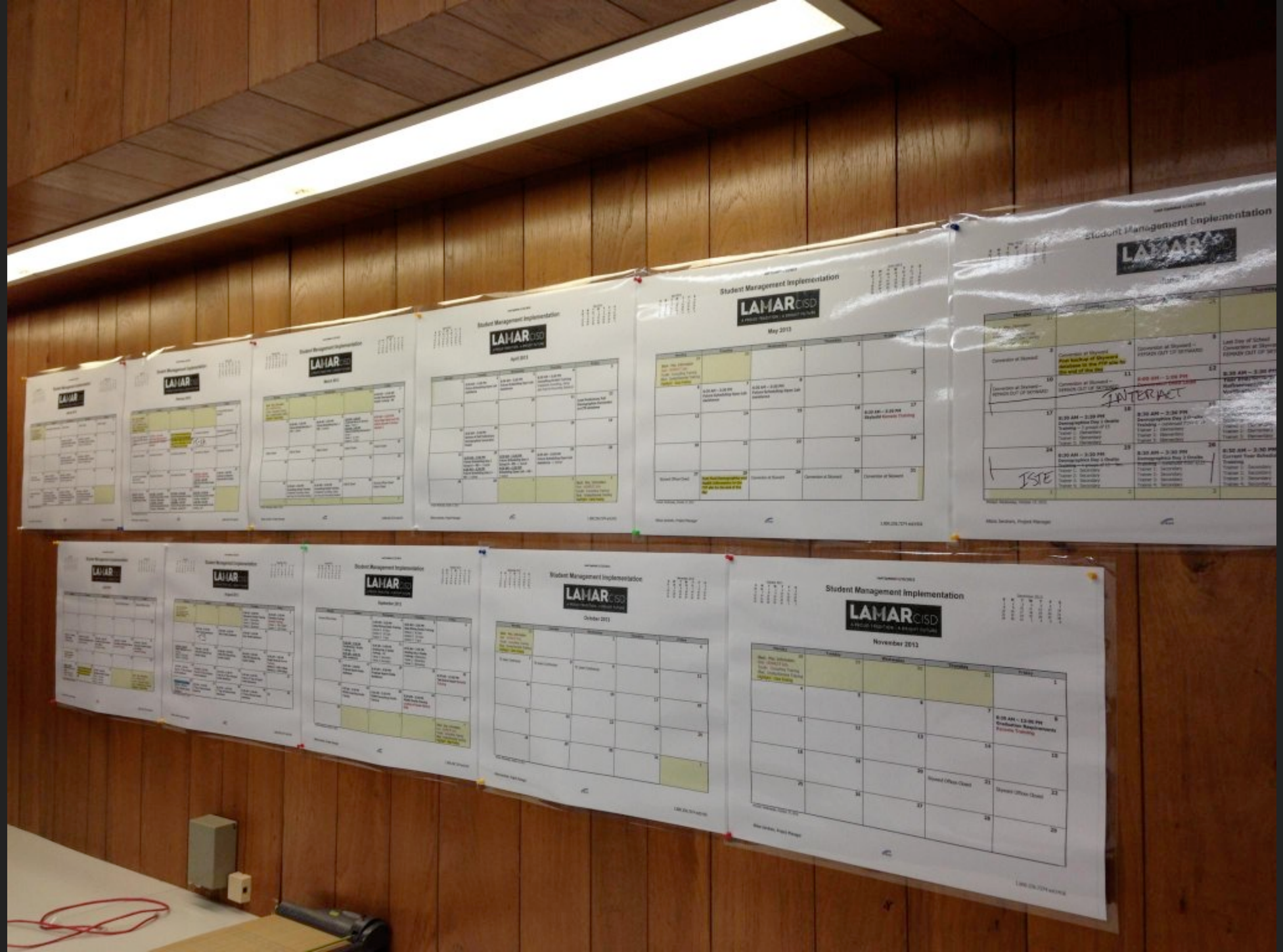
EVALUATING SUCCESS

- 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


Student Management Implementation
LAMAR CISD
May 2013
Student Management Implementation
LAMAR CISD
November 2013
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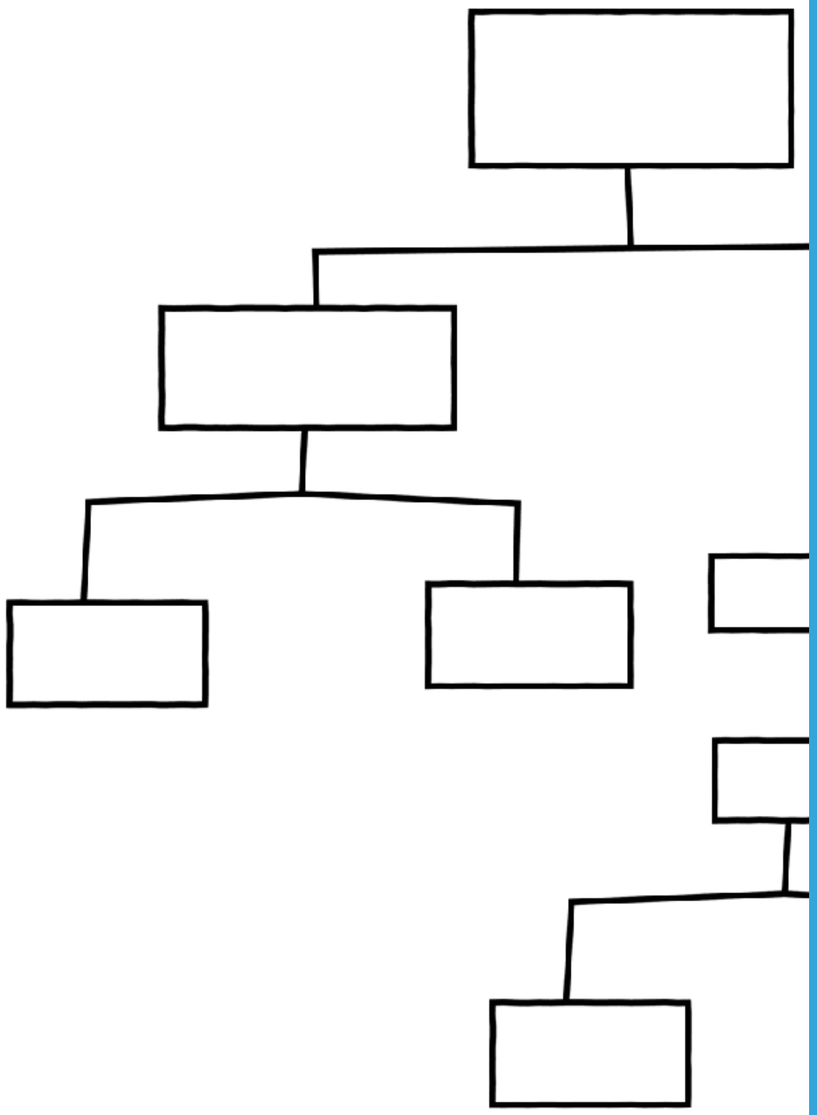


STEP 3: DEFINE ROLES

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!

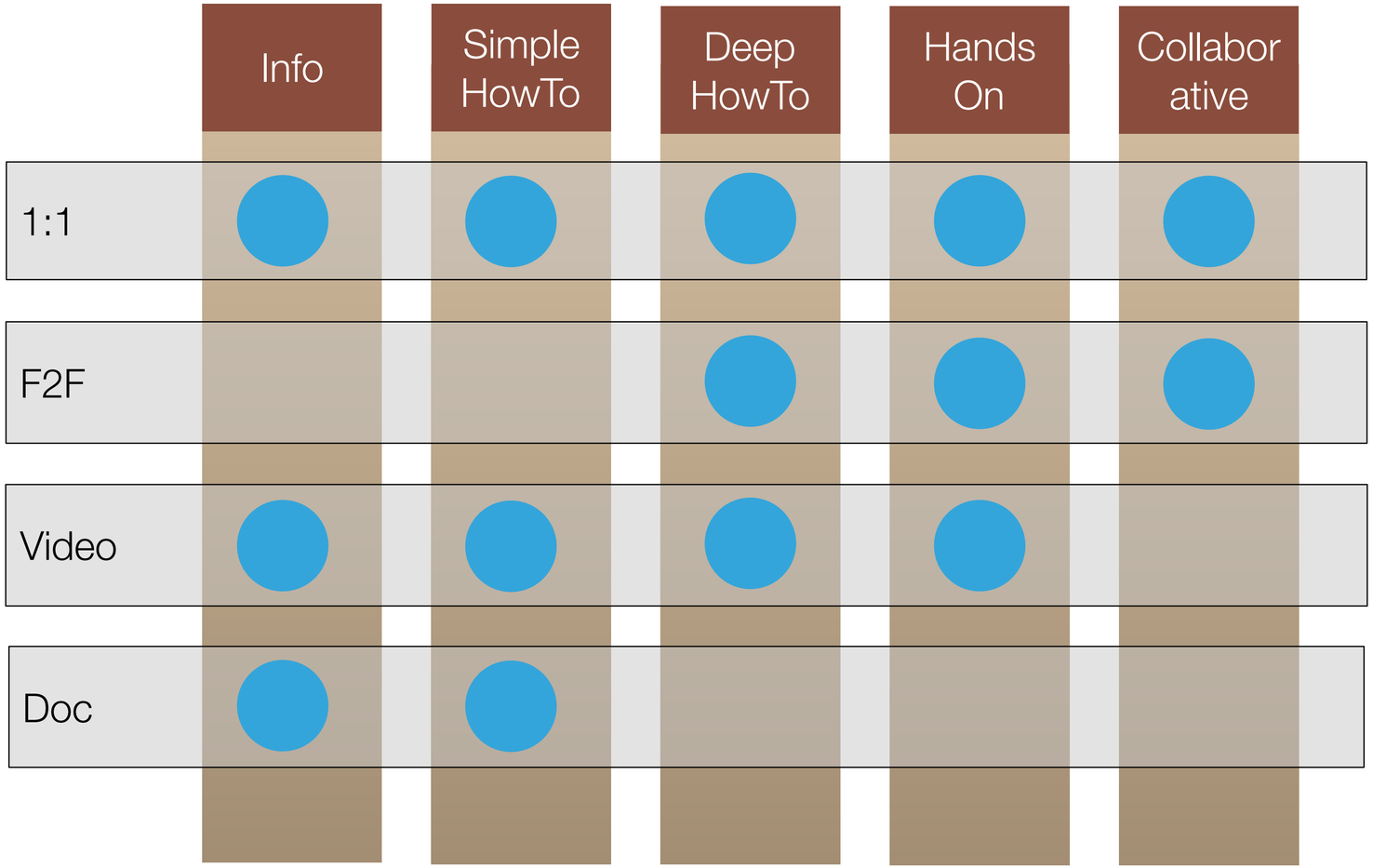
STEP 6: KNOW YOUR FAILURE POINTS

KNOW YOUR FAILURE POINTS

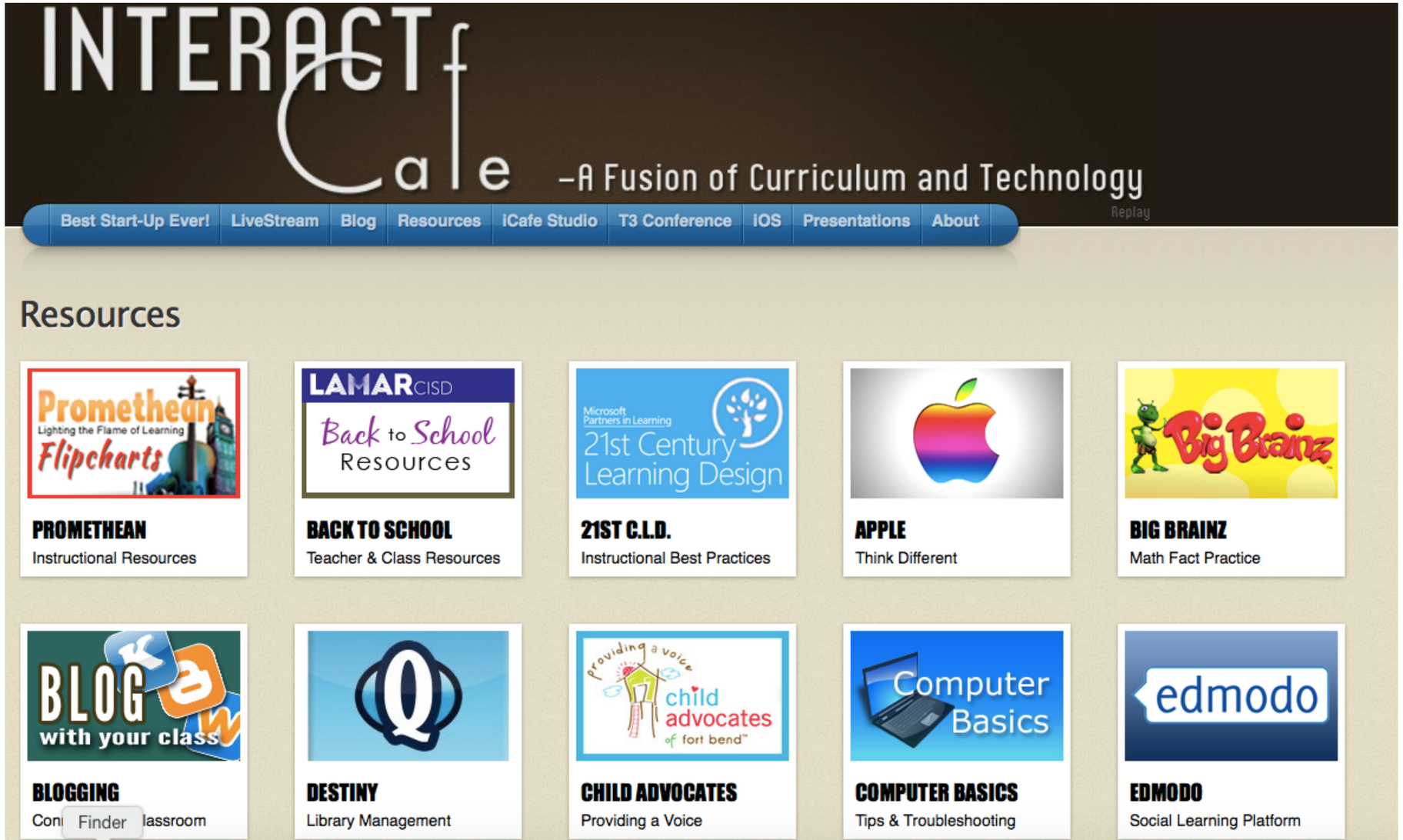
- Where can something go wrong?
  - Run out of money
  - Material not delivered on time
  - Not enough time to complete tasks

STEP 7: DEVELOP A TRAINING PLAN

STAFF DEVELOPMENT – MODES :TYPES



MAKE YOUR TRAINING ACCESSIBLE



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!

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

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