

DR. CHAD JONES (@CHADTHETEACHER)

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# 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

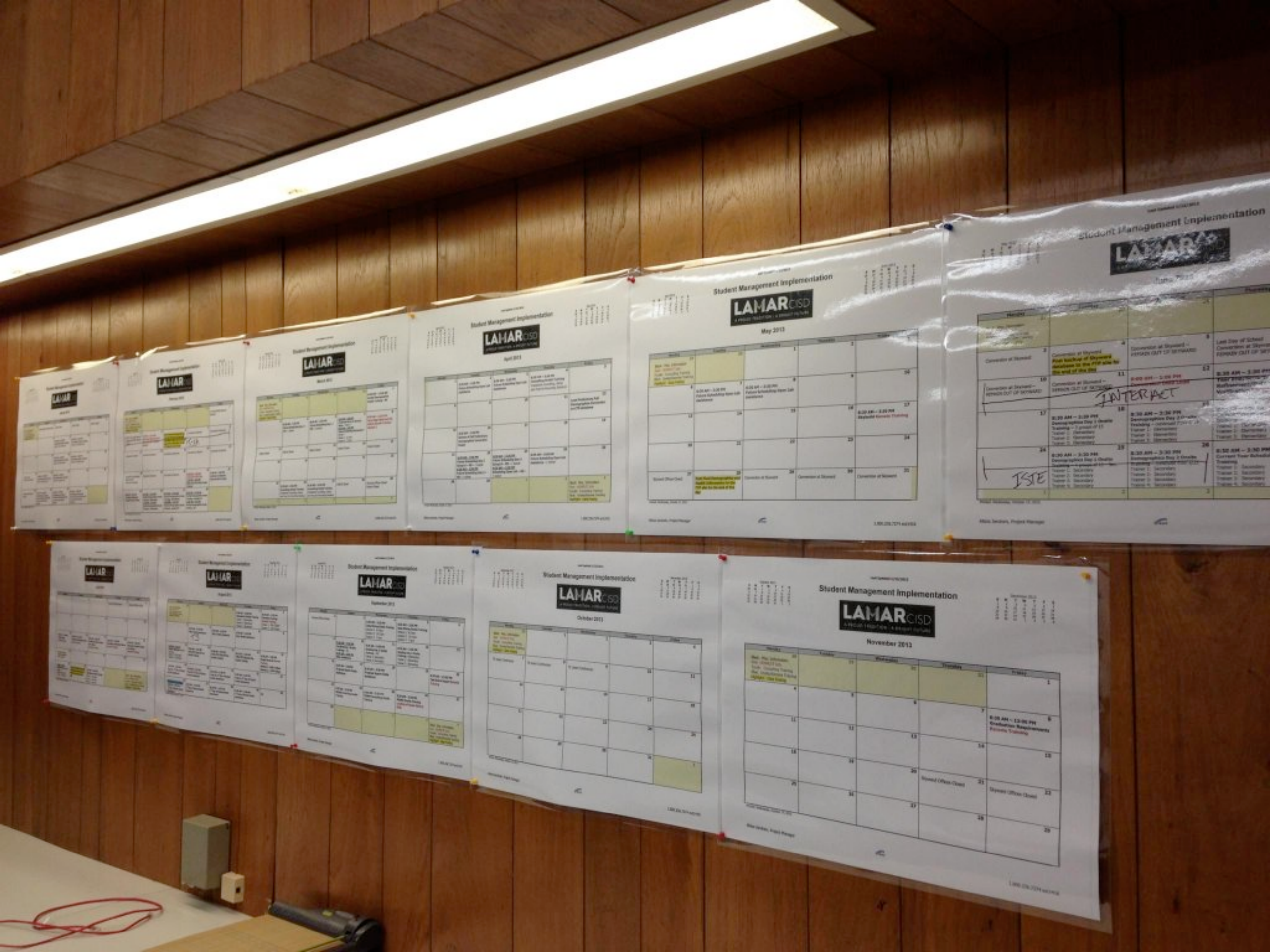


# STEP 2: CREATE A TIMELINE – FOCUS ON THE OBJECTIVE

## 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**  
Lamar Consolidated Independent School District

April 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1

May 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1

Student Management Implementation

**LAMAR CISD**  
Lamar Consolidated Independent School District

September 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1

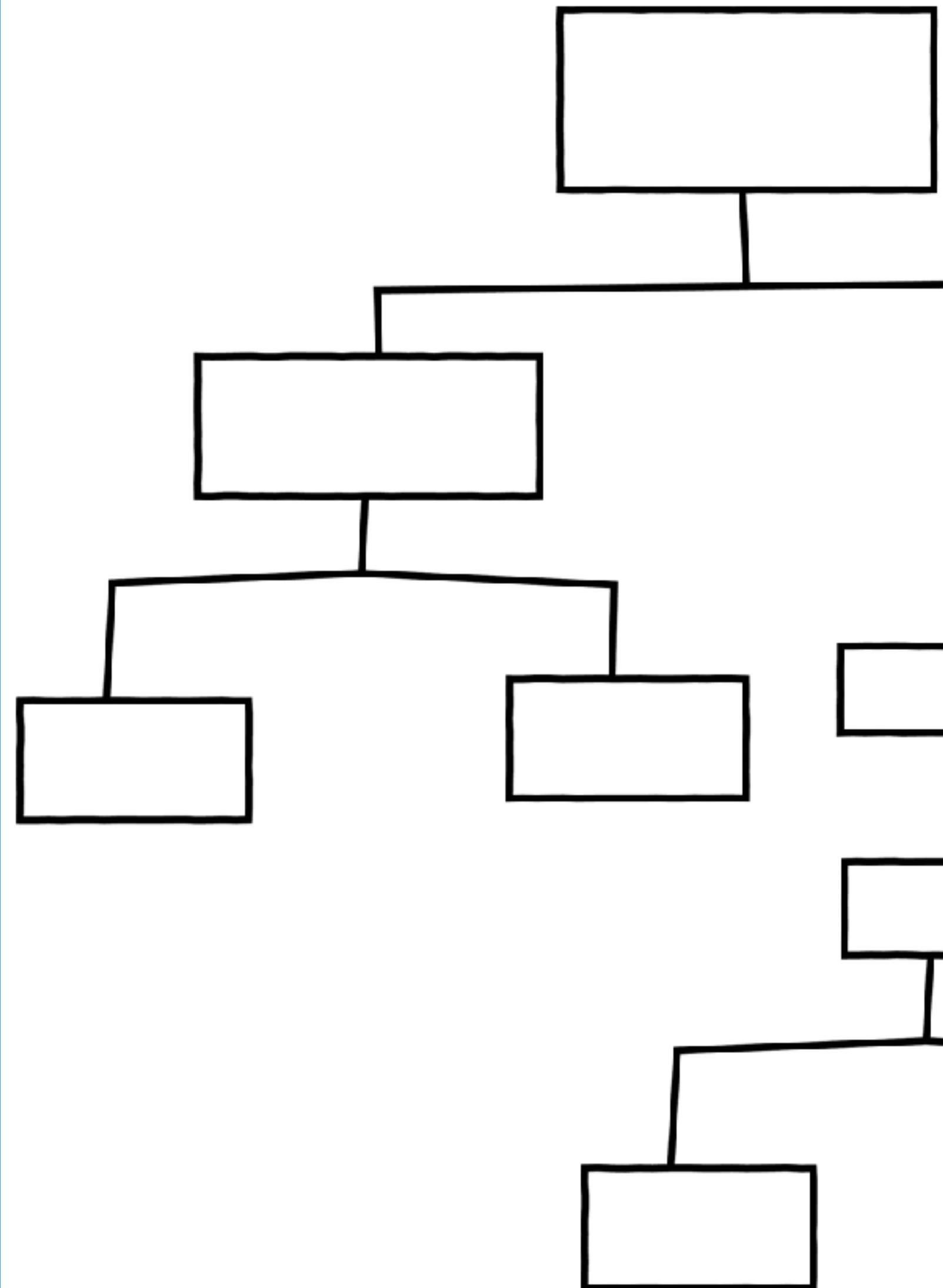
October 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1





# 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




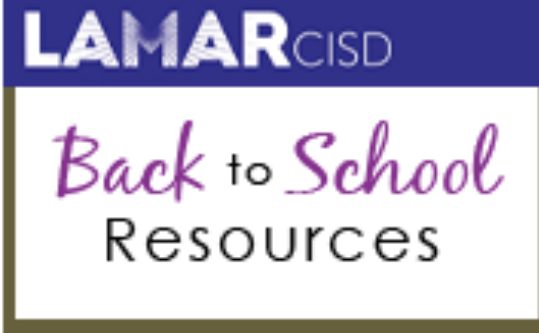








# STAFF DEVELOPMENT – MODES :TYPES

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

## MAKE YOUR TRAINING ACCESSIBLE

The screenshot shows the homepage of the INTERACT Cafe website. The header features the logo "INTERACT Cafe" in a large, stylized font, with the tagline "-A Fusion of Curriculum and Technology" to its right. Below the header is a blue navigation bar with buttons for "Best Start-Up Ever!", "LiveStream", "Blog", "Resources", "iCafe Studio", "T3 Conference", "iOS", "Presentations", and "About". A "Replay" link is also visible on the right side of the navigation bar. The main content area is titled "Resources" and displays a grid of ten resource tiles, each with a logo, a title, and a brief description.

### Resources

 <b>PROMETHEAN</b> Instructional Resources	 <b>BACK TO SCHOOL</b> Teacher & Class Resources	 <b>21ST C.L.D.</b> Instructional Best Practices	 <b>APPLE</b> Think Different	 <b>BIG BRAINZ</b> Math Fact Practice
 <b>BLOGGING</b> Content Finder Classroom	 <b>DESTINY</b> Library Management	 <b>CHILD ADVOCATES</b> Providing a Voice	 <b>COMPUTER BASICS</b> Tips & Troubleshooting	 <b>EDMODO</b> 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!**

## 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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