

Congratulations, your one-to-one (1:1) technology initiative is approved!

Now what?

1:1 Deployment Checklist

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| <ul style="list-style-type: none"> <input type="checkbox"/> Form Tech teams <ul style="list-style-type: none"> <input type="checkbox"/> IT staff team <input type="checkbox"/> Tech integration team <input type="checkbox"/> Make arrangement to visit 1:1 schools <ul style="list-style-type: none"> <input type="checkbox"/> School in 1st year of 1:1 implementation <input type="checkbox"/> School in 2nd year of 1:1 implementation <input type="checkbox"/> School in 3rd year of 1:1 implementation <input type="checkbox"/> School in 4th year of 1:1 implementation <input type="checkbox"/> Create a list of schools to call <ul style="list-style-type: none"> <input type="checkbox"/> Divide list amongst Tech team members <input type="checkbox"/> Create shareable docs to record findings <input type="checkbox"/> Ask for samples of the devices to test
(The more devices you have on hand, the better) <ul style="list-style-type: none"> <input type="checkbox"/> Distribute samples to Tech staff <input type="checkbox"/> Distribute to go-to teacher <input type="checkbox"/> Seek feedback from all <input type="checkbox"/> Run battery charge test <input type="checkbox"/> Wi-Fi connection test <input type="checkbox"/> Device memory test <input type="checkbox"/> Once device is chosen, research cases <ul style="list-style-type: none"> <input type="checkbox"/> Check backpack policy in your district <input type="checkbox"/> Get sample cases to tryout <input type="checkbox"/> Always-on or sleeve <input type="checkbox"/> Hard-shell or softshell <input type="checkbox"/> Shoulder strap or strapless <input type="checkbox"/> Clear window for nametag <input type="checkbox"/> Waterproof <input type="checkbox"/> Vented or not <input type="checkbox"/> Metal or plastic hardware <input type="checkbox"/> Space for charger <input type="checkbox"/> Space for other supplies <input type="checkbox"/> Seek input from implementation teams <input type="checkbox"/> Place orders as soon as you can <ul style="list-style-type: none"> <input type="checkbox"/> Insist on delivery dates that work for you <input type="checkbox"/> Pick an area for storing devices <input type="checkbox"/> Make sure shipments are near deployment area <input type="checkbox"/> Create a website for communicating to stakeholders <ul style="list-style-type: none"> <input type="checkbox"/> Create 1:1 handbook <input type="checkbox"/> Create permission forms <input type="checkbox"/> Revise Acceptable Use Policy (AUP) <input type="checkbox"/> Create Presentations | <ul style="list-style-type: none"> <input type="checkbox"/> Create user's guide, tech tips handouts, screencasts, etc. <input type="checkbox"/> 1:1 forms distributed during summer registration <input type="checkbox"/> Schedule dates for presentations to parents and students <input type="checkbox"/> Set up process for deployment <input type="checkbox"/> Contact Distribu-Q.com to set up your school's site <ul style="list-style-type: none"> <input type="checkbox"/> Submit student information in CSV or other format <input type="checkbox"/> Submit equipment information in CSV or other format <input type="checkbox"/> Schedule training if needed <input type="checkbox"/> Purchase linear barcode scanner (Distribu-Q.com) <input type="checkbox"/> Get labels and tags ready (Mail merge) <ul style="list-style-type: none"> <input type="checkbox"/> Label for device <input type="checkbox"/> Label for charger <input type="checkbox"/> Nametag for case <input type="checkbox"/> Create signs for distribution process <ul style="list-style-type: none"> <input type="checkbox"/> Station 1: Presentation <input type="checkbox"/> Station 2: Check device out to students (Distribu-Q.com) <input type="checkbox"/> Station 3: Unbox device (Containers for garbage ready) <input type="checkbox"/> Station 4: Enroll device to enterprise (Handouts ready) <input type="checkbox"/> Station 5: Students receive labels and case <input type="checkbox"/> Establish a 1:1 Tech Support area <ul style="list-style-type: none"> <input type="checkbox"/> Create signage for Tech Support Area <input type="checkbox"/> Set up charging station for loaner devices (Charging cart) <input type="checkbox"/> Set up pick up area for broken devices <input type="checkbox"/> Set up generic Tech Support email <input type="checkbox"/> Create repair cost sheet <input type="checkbox"/> Create shareable document for tech repair tips <input type="checkbox"/> Establish guidelines for student tech aides/helpers <input type="checkbox"/> Create workflow for: <ul style="list-style-type: none"> <input type="checkbox"/> New students <input type="checkbox"/> Students who missed registration <input type="checkbox"/> Students who are having tech issues with device <input type="checkbox"/> Have plenty of extra devices on hand <input type="checkbox"/> Create workflow for repeat customers who <ul style="list-style-type: none"> <input type="checkbox"/> forget to bring device <input type="checkbox"/> do not bring device charged <input type="checkbox"/> break device <input type="checkbox"/> keep losing device <input type="checkbox"/> Create workflow for disciplinary issues <ul style="list-style-type: none"> <input type="checkbox"/> Work with students <input type="checkbox"/> Work with administrators <input type="checkbox"/> Work with parents |
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