BookNook

PLANNING FOR
High-Impact Tutoring

Pre-Implementation

Task	Owner	Due Date	Status
Determine Scope of Problem (students, grouping needs, academic needs, targeted standards)			
Evaluate program options			
Evaluate Tech Readiness/Needs			
Determine Staffing Needs			
Determine Training Needs			
Communicate decision to all stakeholders			

Implementation Planning

Task	Owner	Due Date	Status
Connect with service provider or publisher to negotiate contract			
Create a detailed implementation plan			
Establish timelines for onboarding/rostering (if using SaaS) or delivery of materials			
Set goals for ongoing progress monitoring and program evaluation			
Schedule training			
Schedule data monitoring meetings			
Determine communication protocols for responding to training/support needs			
Schedule pre-launch meeting and launch date.			

Implementation

Task	Owner	Due Date	Status
Completion of onboarding/receipt of materials			
Conduct Professional Development/Training			
Program launch			
Progress monitoring and data meetings			
Respond/follow-up for training and support needs			
Document FAQs and "lessons learned" through implementation for future implementations			

Evaluation

Task	Owner	Due Date	Status
Review end of year/program data			
"Evaluation of goals not met/met/exceeded"			
Review "lessons learned" and incorporate into future implementation plans			
Communicate results with stakeholders			
Document FAQs and "lessons learned" through implementation for future implementations			