

# One-page school rollout checklist

Use this to keep everyone aligned. Print and pin it to the staff room.  
Keep the checklist short. Update it once after the pilot and again at the end of week two.

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1. **Why now:** Two lines on the goals

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2. **Scope:** What we'll use in term one

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3. **Team:** Names and roles

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4. **Timeline:** Key dates and training

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5. **Data:** Owner, freeze window, import plan

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6. **Pilot:** Who, when, success criteria

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## 7. **Launch:** Day-one tasks by role

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## 8. **Support:** Office hours and help link

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## 9. **Measures:** Usage and impact metrics

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