



Checklist and timeline for successful educational technology projects

The following checklist serves as a roadmap, guiding project leaders through the intricacies of research, planning, funding acquisition, training, implementation, and long-term sustainability of their EdTech project.

1. Research and planning

Define project goals and objectives

Project goals and objectives:

Purpose and desired outcomes of the educational technology project:

What are you trying to accomplish? _____

Who will benefit? _____

How and why? _____

Conduct needs assessment

Identify the target audience (such as world language learners and teachers) and assess the educational needs and gaps that the project aims to address. Talk to your staff, parents, students, and other stakeholders to get a variety of input.

Audience: _____

Educational needs: _____

Consulted staff, parents, students, and other stakeholders

Literature review

Review existing research and educational practices relevant to your project. Refer to case studies and explore more topics on our blog! (blog.robotel.com)

Technology assessment

Evaluate the feasibility and appropriateness of technology tools for the project and make sure you have the necessary infrastructure (strong wifi connections, access points, etc)

2. Project proposal and funding

Develop a comprehensive project proposal

Outline project scope : _____

Objectives: _____

Methodology: _____

Expected outcomes: _____

Budgeting

Estimate costs:

Resources: _____

Technology: _____

Personnel: _____

Other expenses: _____

Identify potential funding sources

Research and list potential grants, sponsors, or partners.

Grant writing

Write a compelling grant proposal with a clear budget, timeline, and measurable outcomes.

3. Project development and demos

Pilot projects

Start with a pilot project at one of your schools or within your school to see how it is going with the technology, how students and teachers feel, and to compare results to traditional learning methods.

Testing and feedback

Gather feedback from teachers, students, parents, and administrators to refine the project.

Demo preparation

Develop a polished demonstration of the project's key features and benefits for other interested staff and schools.

4. Implementation

Training for teachers

Develop training programs for educators involved in implementing the project. (e.g. SmartClass)

Curriculum integration

- It can be integrated with our existing curricula
- It aligns with our educational standards
- It offer the following language curricula
- We can create our own activities from existing materials
- It has the flexibility to customize itself to my school's needs

Rollout plan

Develop a phased rollout plan to manage the implementation process.

Monitoring and evaluation

Implement a system to monitor project progress and evaluate its impact.

5. Outreach and communication

Public relations and marketing

Develop a communication strategy to promote the project to the broader school community.

Stakeholder engagement

Engage with parents, teachers, administrators, and other stakeholders

6. Regular updates and maintenance

Feedback mechanism

Establish a feedback loop for continuous improvement.

Regular updates

Plan regular updates of the software (if applicable)

Data analysis

Analyze data collected during implementation to inform adjustments.

Documentation

Maintain detailed documentation for future reference and scaling.

7. Sustainability

Long-term planning

Develop strategies for sustaining the project beyond the initial implementation phase.

Professional development

Plan ongoing professional development opportunities for educators. Book yearly refresher sessions with product experts and trainers, or ask for a customized professional development session for your staff.

Scale-up strategy

Develop a strategy for scaling the project to reach a broader audience or additional schools and learners.

Impact assessment

Assess the long-term impact of the project on students, educators, and the educational community.

Make sure to share the results with us, Robotel, or whichever provider you choose, so that everyone can learn from your projects' success.