



## PROJECT DISCOVERY ADMINISTRATOR'S START UP CHECKLIST

Things to consider for jump starting Project Discovery at your school!

1. Identify a Lead Administrator/Teacher. To what extent do teachers know about Project Discovery?
2. What is your vision for who will use the program and when they will start? Will you be able to attend the training to share your vision?
3. Technology: Project Discovery is compatible with iPads, computers, Chromebooks, and interactive whiteboards. Which technology will you use with your Project Discovery?
4. How will the digital curriculum be accessed by staff?
  - USB drives  School-wide drive/network, drop box, etc.
  - Create master file folders for each kit including: "original files" and "teacher made files" folders for each kit to help facilitate sharing of teacher made resources.
5. How will staff replace consumables? (Consumable supply documents are available).
6. How will staff check in and out and inventory equipment/curriculum? Consider staff/student run system.
7. How will assessment results (Pre-Post Tests, Work Performance Benchmarks, Data Sheets and Visual Schedules) be collected? Where will reports be stored and how will the data be accessed for transition planning and placement and IEP development? (Teachers will be told your vision/plans at the training).
8. Find a collaborative time for teachers to reflect and share about their experiences. What time can be allocated? Staff development days, PLCs, Etc. Set aside sub money for this.
9. How will courses and schedules allow for students to experience Project Discovery?
10. How will you plan for a scope and sequence of coursework?
11. Is there anything that you could anticipate impacting the implementation of Project Discovery in your district?