

Elephant Learning Pilot Program Implementation Checklist

Responsible	Item	Suggested timeline	Completed (Date)
EL	Email to set up the initial video call. Review checklist, designate pilot Admin, write expected outcomes of pilot.	Before Week 1	
EL	Send pilot materials to Admin (see below)	Week 1	
Admin	Distribute pilot letter to teachers	Week 1 (date)	
Admin	Add pilot teachers to account	Week 1 (date)	
Teachers	Add students to account	Week 1-2 (date)	
EL	Teacher training/intro to coaching	Week 2 (date)	
Admin + EL Customer Success	First check-in with Admin: 1) Are all pilot teachers in and have their students been added? 2) If not, another email is sent to teachers	Week 3 (date)	
Admin + EL	Halfway check-in with Admin: <ul style="list-style-type: none"> Review Usage and Outcomes 	Week 6 (date)	
Admin + EL	Pilot check-in with Admin: <ul style="list-style-type: none"> Review Usage and Outcomes 	Week 12 (date)	
Admin + EL	Distribute teacher survey Distribute student survey directly or via teacher for student feedback.	Week 13 (date)	
Admin + EL	Check in with Admin to review feedback from teachers, usage and outcomes, provide continuation options to expand into more schools	Week 14 (date)	
Admin + EL	Confirm continued subscription and transition to regular licensing	Week 14-16 (date)	