

School Name

iClicker Implementation Plan

This implementation plan is based on selection by “school name” in the next few weeks. Dates will change based on when “school name” initiates and completes security check and finalizes award of RFP. iClicker will work with various “school name” teams to implement milestones below during that process where “school name” is in agreement to commence. We will also work to customize any implementation period that “school name” suggests. We will also use this same plan for implementing a pilot if “school name” wants to pilot a smaller cohort before rolling iClicker out campus wide scale.

✓	Activity / Task / Milestone	“school name” Team	iClicker Team	Start Date	Additional Information and Updates	End Date
	Pre-Rollout	Deadline:				
	Client Services will initiate work with “school name” team on testing of iClicker Cloud integration with campus LMS and explore SSO capabilities					
	Set up of LMS integration					
	Collaborate with iClicker to assess University’s connectivity, and WiFi bandwidth in classrooms on campus					
	On-site - Administrator Training Session				Admin Checklist	Will continue offering training sessions throughout contract
	On-site - Faculty Training Session				Will work with “school name” to add additional training where requested Web-based Training Instructor Checklist	Ongoing trainings offered in between semesters and beginning of following semesters
	Initial Instructor/Course Training Communication Plan				Web-based Training Instructor Checklist Student Checklist for Reef	

	iClicker team will assist on-site with faculty/student support for first week of class				We will offer two weeks of initial training and support for drop/add situations and general student registration Student Checklist for Reef	
	iClicker Specialist will continue to offer on-demand faculty training to ensure the transition is smooth				Web-based Training	Ongoing
	iClicker team will monitor progress throughout initial year				We will conduct monthly meetings with local "school name" team for big-ticket support items "school name" deems needs support	Ongoing
	Rollout	Deadline:				
	Assessment Meeting to determine areas of success and improvement prior to start of term				Come up with plan for any improvements on support and further rollout across multiple campuses	
	iClicker team will assist with training and faculty/student support for the first week of class					
	iClicker Specialist will schedule faculty pedagogical training and other needed faculty training prior to new term					
	iClicker Specialist will continue to offer on-demand faculty and support staff training to ensure the transition is smooth			Ongoing	We will provide on-going training to existing and new faculty members. We will offer summer training programs ahead of fall term and other times upon request.	Ongoing
	iClicker Specialist will schedule bi-annual meetings with campus stakeholders to review progress to date, share product updates, and plan implementation for the subsequent term/year				Every November and March	

iClicker Support Team

Name	Title	Email	Phone

University Support Team

Name	Title	Email	Phone