

**Pilot Template
Mineola UFSD**

Name of Pilot Project _____

Pilot Guidelines

Include the “key questions to answer about the pilot” guidelines and any other documentation used during the pilot/PoC planning.

Pilot Scope

Define the scope of the pilot by clearly stating which functions and features will be included. Describe how you expect to proceed after the pilot is complete. Include the pilot evaluation stage and rollback stage.

Pilot Objectives

Explicitly state the objectives of the pilot. Use the objectives to identify criteria for measuring the success of your pilot.

Pilot Resources

List all key resources including their role.

Pilot Participants

Pilot Team

Mineola resources and their role. Vendor resources and their role.

Training Plan

Trainer:

Training description:

Training session dates:

Training participants:

Training materials (including responsible) – i.e.; Manuals, FAQ:

Training rooms:

Training equipment requirements (identify responsible for providing equipment):

Pilot Costs

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Key Pilot Activities

- Hold vendor demonstrations
- Purchase software solution license
- Software required for testing
- Set up infrastructure and network, as per software architecture
- Deploy and configure software solution to be piloted
- Training on software for pilot testing

- Commence pilot testing in guidelines
- End pilot testing in guidelines
- Complete survey for Pilot Evaluation
- Pilot Evaluation Report

System Performance

- User performance
- User satisfaction
- Meets teacher goals
- Meets student learning goals
- Meets staff expectation in developing best practices for blended learning

Pilot Evaluation

- User surveys
- Focus group/workshop
- Cost/benefit analysis

Pilot Risks

Provide details of all risks relevant to the proposed project that have been identified to date.