

Checklist and Action Plan



Embrace digital transformation and its complexity to best position your school or parish for success.

- Define digital transformation and what success looks like at your organization.
- Understand how to articulate what this means for your future.
- Identify what transformation may be needed to achieve success.

Action: Once convinced of the need for digital transformation by addressing the objectives above, approach key leadership with a project proposal.



Ensure that your parish or school culture is one that is open to change, where collaboration is fundamental.

- Leadership must recognize that change is needed.
- Leadership is encouraged at all levels.
- Collaboration works best when everyone has a voice but work towards a common goal.

Action: Begin by engaging secondary leadership with the project proposal and address concerns to secure a common goal of making intentional change.



Establish an education team to oversee your blended approach to learning.

- Seek representatives from various stakeholder perspectives.
- Assign basic roles for functioning.
- Work at building trust first, then work toward objectives.

Action: Building on key and secondary leadership support, begin building your team.



Energize your team to strategize, align support, plan, implement, and evaluate.

- Clearly establish objectives from start to finish.
- Set a timeline for each objective.
- Complete each objective in order.

Action: Establish a meeting schedule and basic timeline for completion of project.



Implement training and development to address skills gaps that may exist.

- Identify specific skills that will be needed for implementation.
- Recognize existing skills and abilities.
- Develop training based on priorities of skills that need to be acquired.

Action: Once the team's objectives are complete, develop a plan for training including what training looks like and how it will be executed.



Engage trusted partner(s) to support blended learning approaches.

- Identify what support looks like for various stakeholders.
- Determine what support you will be requesting.
- Building on your stakeholder representatives, approach respective groups for support.

Action: With the completed objectives and training plan in place, garner support from each key stakeholder group.

You are ready to initiate and execute your project!