

Best Practices Implementation Checklist

Brought to you by the Fast ForWord **We Care** Team

The following checklist will help you develop the most effective implementation plan for Fast ForWord. The better the implementation the stronger the results.

	Date to be completed	Person(s) responsible
1. THE PLAN		
<input type="checkbox"/> Determine district goals for Fast ForWord		
<input type="checkbox"/> Determine school goals for Fast ForWord		
<input type="checkbox"/> Identify school staff responsible for Fast ForWord		
<input type="checkbox"/> Identify target student population		
<input type="checkbox"/> Assess computers' ability to support Fast ForWord		
<input type="checkbox"/> Decide on lab or classroom setting and assign coaches accordingly		
<input type="checkbox"/> Determine maximum number of participants to use the products each year		
2. TRAINING AND PROFESSIONAL DEVELOPMENT		
<input type="checkbox"/> Review the online Getting Started tutorial		
<input type="checkbox"/> Review the Brain Connection courses		
<input type="checkbox"/> Schedule and complete Initial Training day		
<input type="checkbox"/> Complete Staff Awareness		
<input type="checkbox"/> Complete Parent Meeting		
<input type="checkbox"/> Schedule and complete Follow-up Day(s)		

3. THE SCHEDULE		
<input type="checkbox"/> Select the product protocol		
<input type="checkbox"/> Coordinate within school calendar— school breaks should be taken into consideration		
<input type="checkbox"/> Schedule participants 5 days per week		
<input type="checkbox"/> Select product sequence (recommended 2 products/year)		
<input type="checkbox"/> Conduct pre-tests, formal and informal		
4. THE LEARNING ENVIRONMENT		
<input type="checkbox"/> Create a lab or classroom environment free of distractions		
<input type="checkbox"/> Ensure equipment meets minimum standards		
<input type="checkbox"/> Provide headphones and y-adaptors for each station		
<input type="checkbox"/> Supply motivation and rewards		
<input type="checkbox"/> Provide quality, interactive supervision and coaching		
<input type="checkbox"/> Contact Customer/Technical Support for immediate response to needs or questions		
5. THE GAINS		
<input type="checkbox"/> Review Results tab within Gateway daily		
<input type="checkbox"/> Review Progress Tracker weekly		
<input type="checkbox"/> Ensure coaches provide intervention based on Progress Tracker Intervention flags and recommendations		
<input type="checkbox"/> Provide Administrative reports weekly		
<input type="checkbox"/> Conduct weekly report review conferences with participants		
<input type="checkbox"/> Administer post-tests, formal and informal		
<input type="checkbox"/> Report results to district and school administration, participants and parents		

