

# VITAL

Virginia Initiative for Technology and Administrative Leadership



## Planning Checklist

**Successful professional development requires detailed planning and close collaboration between the facilitator and participating division. This Planning Checklist will help us organize the initial training day so it runs smoothly, providing the best possible experience for the participants. Please contact Karen Richardson with any questions or concerns: [kwrich@wm.edu](mailto:kwrich@wm.edu) or 757.229.9969.**

- Schedule:** We generally do six hours of training on the first day: 9 to 12 and 1 to 4. Often, districts provide lunch for the participants. Lunch can be a good time for informal discussion and emerging technologies demonstrations. Let me know what schedule works for you and what the lunch arrangements will be.
- Pre-training Information:** At least ten days before the training, I will need the following information about each participant: Name, School, School Address and Phone, Email address, Grades in School (ie, K-5, etc.)  
We will use this information to register them in the online Action Plan database: <http://www.vitalactionplan.org>.
- Hardware/Software Requirements:** On the training day, we will need the following items:
  - Computer for each participant that includes a CD Rom drive, Internet access, sound and headphones with PowerPoint or free PowerPoint viewer, Adobe Acrobat Reader and Quicktime installed.
  - We will bring a laptop and projector but will need a screen and Internet access on the laptop if possible.
  - The Principal Connections CD requires a short install which we can do the morning of the training. Or, if you prefer, we can provide a copy of the CD ahead of time and you can do the installation prior to the training day.
- TAGLIT:** As part of the VITAL project, your principals and teachers will need to take TAGLIT, an assessment survey. The principals can take it as part of the initial training day but we will need to know advance so we can pre-register them and leave enough time during the training. We have found that it is helpful if they have previewed the survey before they actually take it. You and your technology administrators will probably need to supply the answers for some of the survey questions concerning budgeting and staffing. You can look at the survey as a guest: <http://www.taglit.org>