The four phases of, and 21 steps to, 1-to-1 success

Step 1: Research

Step 2: Clarify your vision for 1-to-1 learning

Step 3: Engage your school board or parents and citizens association

Step 4: Plan a communication strategy

Step 5: Conduct a detailed readiness assessment

Step 6: Develop a project plan

Step 7: Prepare a detailed budget

Step 8: Addressing Equity: Select a preferred ownership and finance model

Step 9: Addressing staff technology needs

Step 10: Develop a Professional Development Framework and prepare a Change Management Strategy

Step 11: Prepare physical learning spaces

Step 12: Select software tools to fit pedagogical goals

Step 13: Explore supplier partnership opportunities and devices

Step 14: Calculate the total cost of participation in the program

Step 15: Define essential policies

Step 16: Prepare responses to anticipated questions

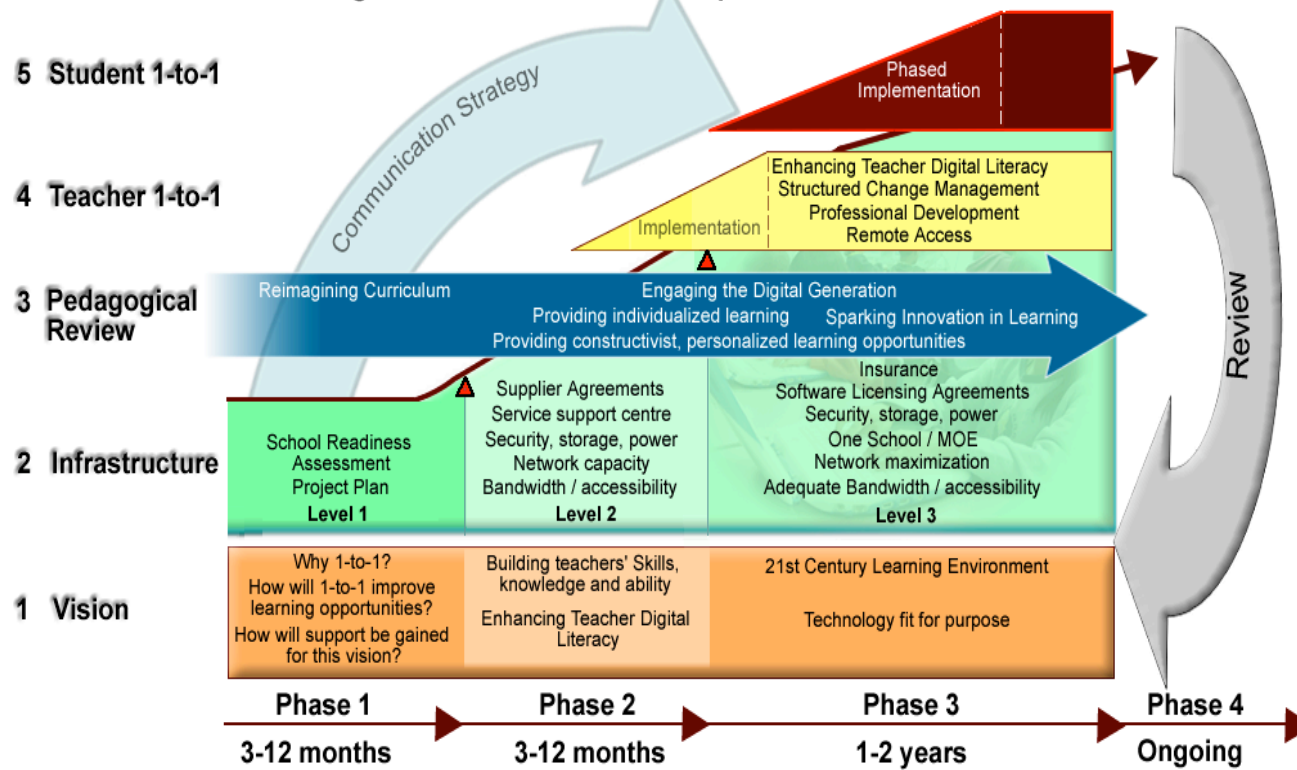Step 17: Establish onsite service structures

Step 18: Conduct parent and/or community sessions

Step 19: Order devices and prepare for deployment

Step 20: Distribute student laptops

Step 21: Review and reform

Figure 1: A successful 1-to-1 Implementation

A Framework for Effectively Implementing 1 to 1