Implementation Guide

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☑ Build Your Team

- Program Manager: works with your CSM to oversee course planning, implementation & outreach
- Site Coordinators & Advisors: liaisons to students and school staff
- Data or Technical Point of Contact: assist with student registration, access and reporting

☑ Attend kickoff call

Your CSM will schedule a kickoff call to review your goals, program scheduling, pre-class procedures, and next steps for implementation.

Program Manager and other key personnel should be included.

☑ Complete worksheet

Complete/confirm your Program Services Summary worksheet and send it to your CSM.

Your CSM will use this information to schedule & staff your classes, ship your materials (if applicable), and implement your program.

☑ Share for success

- Promote your program to your students. Include registration deadlines.
- Use the template provided by your CSM, register students for your program.
- Return the completed spreadsheet to your CSM to complete registration

☑ Time for class!

Whether LiveOnline or in-person, your CSM will provide you with instructions to share with your students to help them be successful in their course!

☑ Review your program!

Schedule a program wrap-up call with your CSM.

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