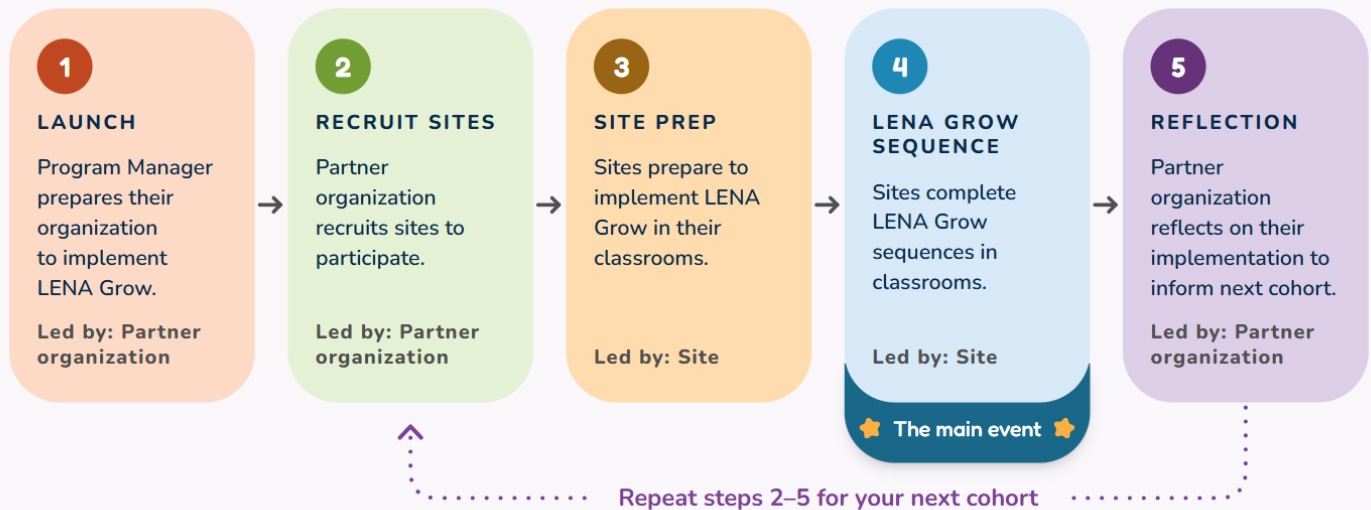


Program Management Checklist

Use this checklist to guide you phase-by-phase through LENA Grow. It has everything you need to implement successfully! Save it to your desktop so you can reference it often.

Implementation at a Glance



1. Launch

4 weeks

Welcome

30 minutes

- ☐ Attend introductory meeting with LENA

Plan & Train

3 hours

- ☐ Complete training *(all courses)*
[Training](#)
- ☐ Attend implementation planning meeting with LENA
- ☐ Coaches complete training *(If applicable)*
[Training](#)

2. Recruit Sites		2 weeks
Recruit Sites		5 hours
☐	Recruit participating sites Recruitment resources	
☐	Confirm site manager(s) at each site, then add to LENA Online They will receive an email with training instructions. ⚠ Critical! Sites cannot proceed until Site Manager has access	
Onboard Sites		1 hour
☐	Site managers complete Ready for LENA Grow training Training	
☐	Support site managers in completing site prep Site Management Checklist	

NOTE: Site Prep and the LENA Grow Sequence are led by Sites. Share the [Site Management Checklist](#) with them to guide their implementation.

3. Site Prep	2 weeks
Training	30 minutes
☐ Complete training <i>(Ready for LENA Grow required, Coaching With LENA Grow optional)</i> Training	
Immediate Tasks	30 minutes
☐ Introduce LENA Grow to staff and families Communication resources	
☐ Create classroom Groups and add teachers LENA Online Sites & Groups	
☐ Order Room Kits  LENA Online Sites & Groups	
Within 1 Week	20 minutes
☐ Teachers download LENA Grow app <i>(link in their email)</i> Get the LENA Grow teacher app	
☐ Teachers complete Orientation <i>(in app)</i> Check completion in LENA Online	
☐ Distribute Family Consent forms Consent instructions and forms	
☐ Teachers enroll participating children <i>(in app)</i> Check completion in LENA Online	
When Room Kits Arrive 	20 minutes
☐ Help teachers set up LENA tech in their classrooms Set up LENA tech	

4. LENA Grow Sequence	5 weeks
Before Each LENA Day	10 minutes
☐ Ensure vests are clean	
☐ Check devices are “ready” Tech support	
☐ Remind teachers of LENA Day, assist with dressing children if needed	
After Each LENA Day	10 minutes
☐ Check network light on each dock Green = good . If blinking orange , configure Wi-Fi. Tech support	
☐ Check weekly Friday email for action items	
☐ Monitor teacher progress LENA Online Teacher Progress Dashboard	

4. Wrap Up	1 week
After LENA Day 5	30 minutes
☐ Return box, devices, and dock to LENA. 🚚 UPS locations	
☐ Close Groups LENA Online	
☐ Print and display Celebration Reports to celebrate success LENA Online	

5. Reflection	2 weeks
Gather Feedback & Reflect on Data	30 minutes
☐ Gather program feedback from teachers and coaches	
☐ Close open Groups LENA Online	
☐ Review Impact Report LENA Online Account Management	
☐ Schedule reflection meeting with LENA	
Mid-Year Reflection	30 minutes
☐ Attend Reflection meeting with LENA	
☐ Identify plan changes next cohort	
Share Success	1 hour
☐ Share program successes with stakeholders and funders Share program impact	