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| Picture | **Software Implementation Readiness Checklist** |

**Prepared by BuyQ Consulting Services**

**For School Leaders Preparing for a New Platform Rollout**

*Set the foundation for long-term success—before implementation begins.*

*Note: This checklist is intended as a foundational guide to support your planning process. It’s not exhaustive and should be adapted to align with your school or organization’s specific needs, systems, and strategic priorities.*

### **✅ 1. Clarify Your Goals**

* We’ve identified the core problem(s) this software is solving
* We’ve defined success for this implementation (e.g., efficiency, cost savings, adoption rate)
* We know how we’ll measure ROI post-launch (e.g., time saved, error reduction, user satisfaction)

### **✅ 2. Assess the Vendor**

* The vendor has experience with schools or organizations similar to ours
* We’ve asked about data security, integration capabilities, and implementation support
* We’ve seen a demo of real workflows—not just a feature overview
* We’ve received references from similar schools or districts
* Post-launch support has been clearly defined

### **✅ 3. Evaluate the Platform**

* The platform supports our existing workflows or offers clear paths for customization
* It integrates with current systems (SIS, ERP, HRIS, etc.)
* We understand how data will be imported/exported
* We’ve reviewed training resources for both users and admins
* We’ve discussed future scalability (3–5 years)
* We know what’s included in the base price and any optional costs

### **✅ 4. Engage the Right Team**

* We’ve identified internal champions or “super users”
* Key roles are defined (decision-makers, project leads, tech support, etc.)
* Staff have bandwidth for implementation tasks and training
* Leadership is aligned on timing and expectations

### **✅ 5. Prepare for Go-Live**

* We’ve developed a phased rollout plan or pilot strategy
* Internal communication plan is in place (with timelines and messaging)
* A post-launch review is scheduled (3–4 weeks after go-live)
* We have a process for collecting and acting on feedback
* We’ve identified sample KPIs to track after launch

**Bonus Tip:** Don’t go alone. Leverage vendor resources, peer networks, and internal collaboration to ensure your platform meets real organizational needs.