Readiness Checklist

Use the following checklists to determine readiness in the three phases of micro-credentials implementation. Additional spaces may be needed for considerations and tasks unique to your context.

✓	Ready to Plan	✓	Ready to Launch	✓	Ready to Implement
	A checklist to determine readiness to move toward preparing for a launch		*A checklist to determine readiness to launch micro-credentials with educators*		*A checklist to determine readiness to implement micro-credentials with educators*
	Clearly understand the value proposition of micro-credentials		Set timeline for project (recruitment, initial training, submission deadlines, target dates for use of data)		Hold initial launch event/ meeting
	Articulate the goals and objectives for implementing micro-credentials		Determine project model. Align the model to goals and objectives (individuals micro-credentials, stacks, combos, etc.)		Provide support (coaching sessions, open office hours, online discussion boards, newsletters, etc.)
	Determine organization's capacity to implement the project (time, personnel, mission, etc.)		Prepare promotional materials for recruitment (slide decks, emails, infographics, etc.)		Poll participants on micro-credentials to be submitted to prepare reviewers for those micro-credentials (if needed)
	Secure support from key leaders (e.g., local leaders) and others involved for this project to get underway		Set times/dates for info/promo sessions to recruit pilot participants (face-to-face, virtual, newsletters, announcements, etc.)		Provide regular encourage-ment (e.g., tips and strategies, deadline reminders, testimonials, etc.)
	Identify micro-credential coordinator(s)		Recruit participants		Obtain results from micro-credential submissions
	Study available micro-creden-tials to align with goals and objectives for the implemen-tation and/or related work		Finalize and share list of participants, as necessary (affiliate leaders, school/ district leaders, etc.)		Survey pilot participants at end of submission period; hold debrief sessions (participants, coordinators, support staff, etc.)
	Identify how to support micro-credential participants, and who will be responsible for providing it		Survey participants (baseline data and general information)		Compile submission and survey results and takeaways from debrief session
			Plan launch event		Share results, as needed (e.g. affiliate leadership, district officials)