



Showbie Pilot Program

Implementation Checklist

Assigned	Task	Week #	Start Date	End Date	Done
Showbie	Send pilot materials to Admin	1	April 24	April 28	✓
Pilot School	Distribute letter to teachers	1	April 24	April 28	
Pilot School	Add core teachers to the Showbie Group "Staff Room"	2	May 1	May 5	
Showbie	First check-in with Admin	2	May 1	May 5	
Showbie	Halfway check-in with Admin	10	June 26	June 30	
Pilot School	Distribute teacher survey via "Staff Room" Group for feedback Distribute student survey directly or via teacher for student feedback. **Optional**	16	Aug 7	Aug 11	
Showbie	Check in with Admin for feedback from teachers, provide continuation options	18	Aug 21	Aug 25	
Pilot School	Review continuation quotes and work with Account Manager to confirm next subscription	20	Sept 4	Sept 8	
Showbie	Confirm continued subscription and transition to regular licensing	23 end of pilot	Sept 25	Sept 29	