



2024 NRS Targeted Workshop: Pilot Phases 1–4 Checklist Handout

This resource is for state adult education teams participating in the National Reporting System for Adult Education’s (NRS) 2024 targeted training, *Piloting Change in Adult Education: From Concept to Implementation*. It is intended to provide guidance on the various piloting phases that are highlighted in the training. Completing this checklist will help states identify key tasks within each phase, provide insights into areas needing further preparation, and guide your next steps toward making an informed decision before scaling. For all states, it can help determine what has been completed; for states that have already initiated pilots, it can assist as a review tool for completed and upcoming tasks.

1 Plan and Prepare		Yes	No	In Progress
•	Have you identified and established roles and responsibilities for the pilot team?			
•	Have you developed the questions the pilot will answer and determined the design, data, and analyses needed to answer them?			
–	Have you identified pilot goals/objectives, key measures/milestones, and the data types needed to support this measure?			
•	Have you developed a plan for how data and feedback will be collected?			
•	Have you considered stakeholder roles and engagement?			
•	Have you identified where the pilot will be implemented?			
•	Have you identified a timeframe for the pilot?			
•	Have you considered the feasibility of the pilot?			
•	Have you considered how your outcomes will serve as an evidence base for effective scalability?			

2

Implement and Conduct

	Yes	No	In Progress
• Have you provided ongoing implementation supports to pilot staff and partners?			
• Have you periodically and consistently gathered data and feedback from multiple sources?			
• Have you periodically identified and reviewed the progress of the pilot's implementation?			
• Have you met regularly as a pilot team to identify issues, lessons learned, and needed revisions?			
• Have you communicated about pilot progress, insights, and strategies for improvement to help build buy-in from stakeholders?			

3

Review and Analyze

	Yes	No	In Progress
• Have you reviewed implementation data?			
• Have you reviewed the implementation process?			
• Have you analyzed pilot outcomes?			

4

Document, (e)valuate, and Decide

	Yes	No	In Progress
• Have you formally documented results and analysis (i.e., conclusions)?			
• Have you ensured that your decision is data informed?			
• Have you considered scalability and sustainability, including adaptability, maintenance, and continuous improvement opportunities?			
• Have you used a decision model to help inform outstanding issues?			
• Have you made identified revisions, if needed, before scaling resource allocation?			
• Have you communicated the pilot process and conclusions to stakeholders?			