

FINALFORMS

#1 FOR ATHLETIC REGISTRATION, COMPLIANCE, AND COMMUNICATION

DIGITAL TRANSFORMATION WORKSHEET

FOR ATHLETIC DEPARTMENTS

SCHOOL/DISTRICT: _____

DATE: _____



DIGITAL INITIATIVE

What process are you digitizing or centralizing (e.g. sports physical collection, compliance, communication)?



GOALS

List your key goals (e.g. eliminate paper, increase compliance, emergency preparedness)?



RATIONALE AND BACKGROUND

Why do you want to move to a digital system? What problem(s) will this solve?



KEY STAKEHOLDERS

List all the key individuals or departments involved (e.g. ADs, tech director, administrators, coaches).



TIMELINE (WHEN)

Plan backwards from intended launch date. Include training, check-ins, communication plans, and launch.



COMMUNICATION PLAN

Outline how, where, and when you'll communicate with staff, parents and guardians, and students.



IMPLEMENTATION PLAN (HOW)

List all department, state, and district requirements, forms to digitize, systems to test, and users to train.



POTENTIAL CHALLENGES

Identify possible challenges and roadblocks and make a proactive plan to address them.



EXPECTED OUTCOMES

What does success look like? Include measureable outcomes (e.g. 90% physicals collected digitally for fall).



CELEBRATION & PROMOTION

How will you celebrate and share with the community?