









CSS-EU
CHANGE SHAPING
SCHOOLS

Checklist - Preparation Phase

Project Stage:	Preparation phase 1. Understand Social Innovation and the co-creation lab processes
Objective:	Have all the information structured and easy to review in order to ensure all the steps are being followed.
Action needed:	Review the checklist and add a checkmark as you are completing the steps
Responsible:	School [enter name]
Accountable:	Country Ambassador [enter name]



Checklist Preparation Phase

No.	Document	Action needed		Teacher 1	Teacher 2	Teacher 3	Teacher 4	Teacher 5	Teacher 6
1	Training materials	Review		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	SIE Handbook	Review		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Co-Creation Guide	Review		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	SIE Activity Bank	Review		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	1.2 Students List and Consent forms	Complete and send to Ambassador		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	1.3 Stakeholders List and Consent forms	Complete and send to Ambassador	 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	1.4 / 2.1 Kickoff meeting	Conduct meeting complete forms		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

