













Checklist - Implementation Phase

Project Stage:	Implementation phase
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 Implementation Phase

No.	Document	Action needed	Teacher 1	Teacher 2	Teacher 3	Teacher 4	Teacher 5	Teacher 6
1	2.2 Organize monthly meetings	Complete and send to Ambassador  	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	2.3 Project Planner (pre)	Complete and send to Ambassador 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	2.3 Project Planner (during)	Complete and send to Ambassador 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	2.3 Project Planner (post)	Complete and send to Ambassador 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	National meetings	Participate  	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Training materials	Review 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Document project	Upload pictures and videos 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Masterclass	Participate 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

