

Planning chart for new ESOL class/program with sample responses

What needs to be done	How it will be done	Who will do it	When it will be done (date)	How you know it is complete
► A needs analysis of the area	Check to see what the ESOL population is in the area, what programs are already offered and what services they provide. Consider if there are other service providers in the vicinity that you could collaborate with to offer complementary programs	Program director/ administrator	By end of January	Report on the needs
► Location for class	Find location convenient for students and ideally with nearby public transportation, determine number of students for the space and equipment available and needed	Program director/ administrator, person responsible for the buildings used	February	Memo of Understanding (MOU), contract
► Schedule for class	Decide on days, times, length, time of year, number of sessions, etc	Program director/ administrator, person responsible for the buildings used	by mid-March	Yearly or semester calendar
► Plan for outreach	Determine who you want to reach, how you will do outreach	Program director/ administrator, social media/outreach coordinator	by end of March	Flyers, website, social media, yearly timeline for when to send out updates
► Materials to be used	Decide on teaching materials, supplies	Program director/ administrator, instructors	by end of March	List of books, materials, collection of materials
► Costs to students	Decide who will pay for books/materials/course fees (if any)	Program director/ administrator, group of potential students	by mid-March	Policy, budget line
► Instructors	Decide if you will use volunteers or paid instructors, how they will be paid and how much to pay them	Program director/ administrator	by mid-March	Job description, budget line
► Support services	Consider if you should provide childcare or transportation support, based on your expected learner population	Program director/ administrator	by mid-March	Childcare workers or volunteers hired; budget lines for transportation support