

Planning chart for new ESOL class/program

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				
▶ Location for class				
▶ Schedule for class				
▶ Plan for outreach				
▶ Materials to be used				
▶ Costs to students				
▶ Instructors				
▶ Support services				