Summer IT Sprint Checklist

Use this quick reference checklist to guide your K-12 tech transformation over the summer break

Strategic Planning (Now-Oct-Nov)

- ☐ Conduct an IT audit
- ☐ Identify legacy systems and vulnerabilities
- ☐ Define clear project outcomes
- ☐ Involve leadership and teaching staff
- ☐ Secure funding and vendors early

Pre-Holiday Prep (Nov-Early Dec)

- ☐ Back up all critical data
- ☐ Confirm vendor access and schedules
- ☐ Plan and schedule staff training
- ☐ Run cybersecurity audits or pen tests

Holiday Execution (Dec-Jan)

- ☐ Deploy new hardware and software
- ☐ Implement security measures (MFA, SASE, UEM)
- ☐ Test system performance and functionality
- ☐ Clean up user access and accounts

Post Holiday Readiness (Late Jan-Early Feb)

- ☐ Validate final system performance
- ☐ Document all updates and changes
- ☐ Set up support and feedback channels