STEP 8 Checklist: Develop a Launch Plan

☐ Complete checklist for functional support offices (see Functional Support Offices Pre-launch Meeting, page 124)

☐ Complete checklist for student services assignment (see Student Services Assignment, page 126)

☐ Complete marketing preparation worksheet and prepare marketing plan (see Marketing Plan Preparation, page 129)

☐ Create course offerings timeline with teaching load identification (see Course Offerings Timeline, page 133, and Projected Enrollment Teaching Load, page 134)

☐ Review course facilitator process and have facilitators trained as needed (see Online Facilitator Process, page 135)

☐ Template for Memo of Understanding with eLearning OHIO for services (see page 139)