HOW TO PREPARE FOR A SUCCESSFUL PILOT:

Sharing a Proven and Repeatable Process
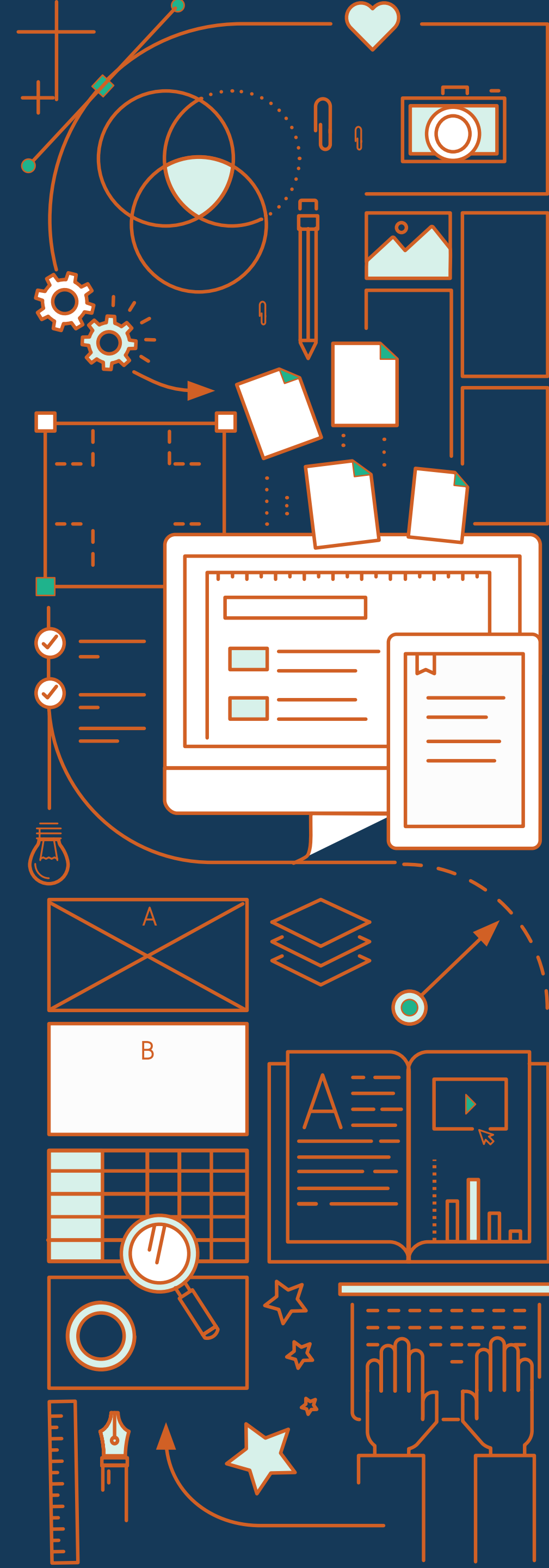
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WHAT IS A PILOT?

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DEFINE THE PROBLEM

ASK THE NECESSARY QUESTIONS

Begin by defining the problem that you're looking to solve. This is the foundation or hypothesis for which you will be deciding whether the product is a good fit or not.

This also allows you to define the scope of the problem.
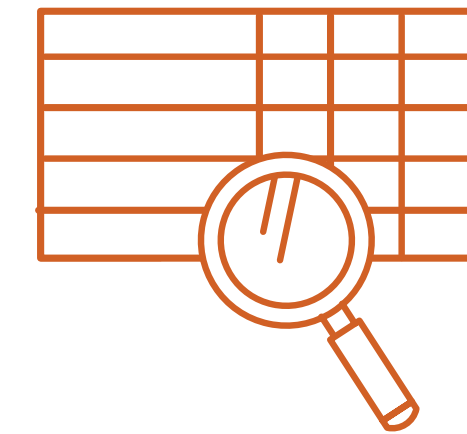
What are the problems you're facing with your current solution?
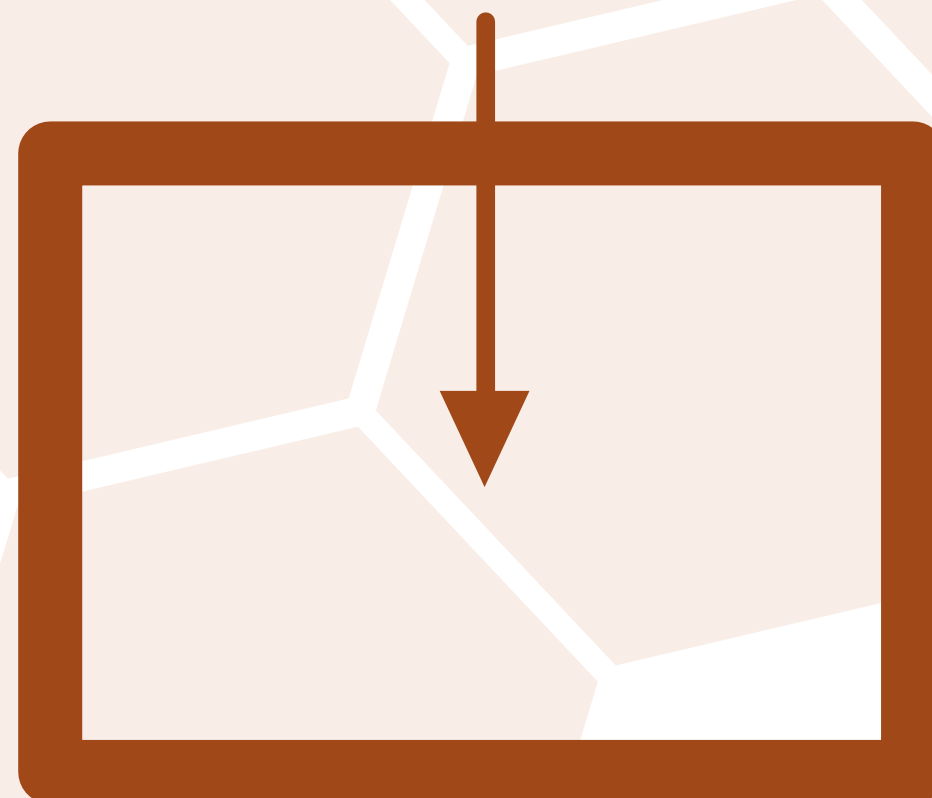
Who does the problem affect?
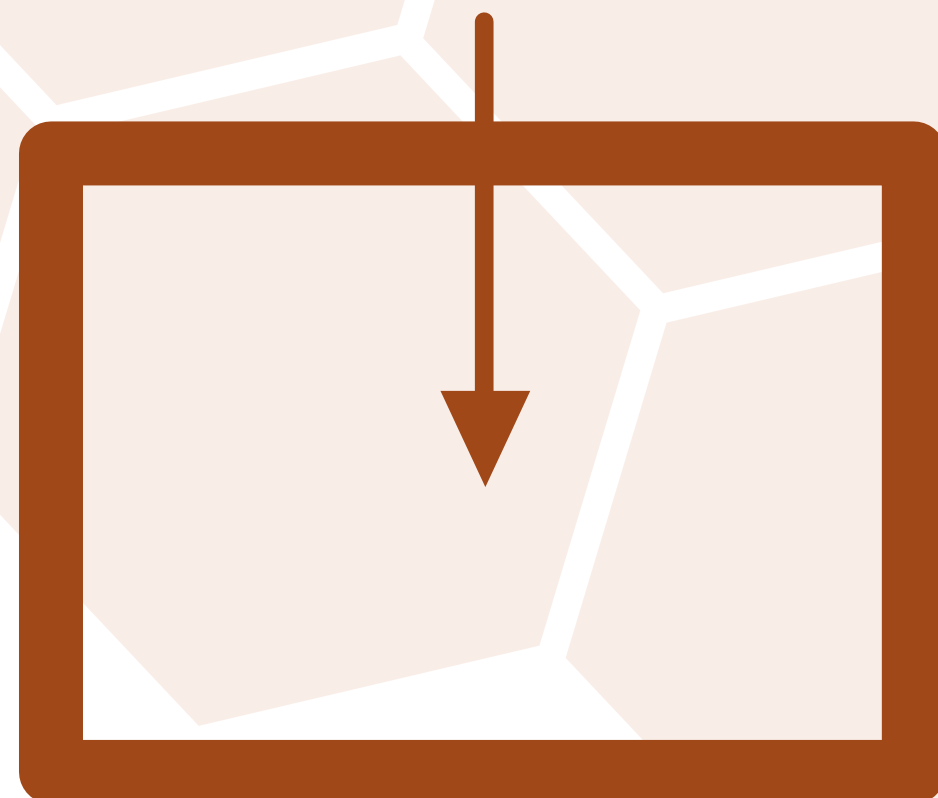
MAP OUT THE CHALLENGES

IDENTIFY AND ADDRESS POSSIBLE CHALLENGES YOU MAY FACE IN ROLLING OUT A NEW SOLUTION.

Critical
Challenge

or

Addressable
Challenge

* Include possible pilot challenges as well as *post* pilot challenges.

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IDENTIFY KEY STAKEHOLDERS & THE PILOT PARTICIPANTS

DEFINE WHO SHOULD BE INVOLVED IN THE PILOT

Participants & Stakeholders

➡ Whose approval do you need in order to move this forward?

➡ What motivates your stakeholders?

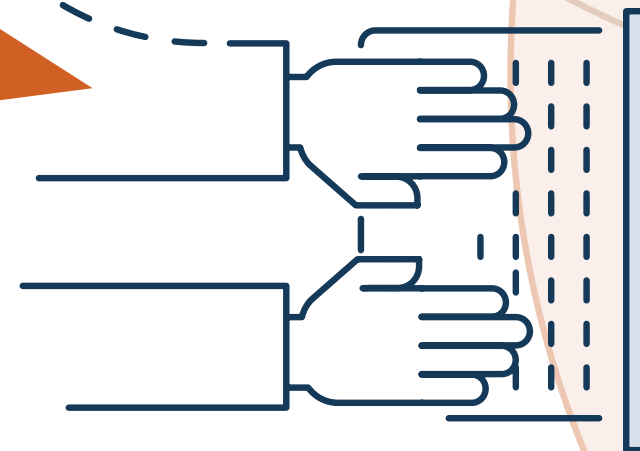# HOW TO DRUM UP EXCITEMENT AROUND YOUR PILOT?

THE PARTICIPANTS

When you're trying to find pilot participants, we've found it best to categorize possible participants into 3 separate buckets:

## THE EARLY ADOPTERS

THE MAJORITY

THE LATE ADOPTERS

The early adopters are comfortable with technology and take pride in trying new technologies or software. Direct and targeted outreach catches their attention best.

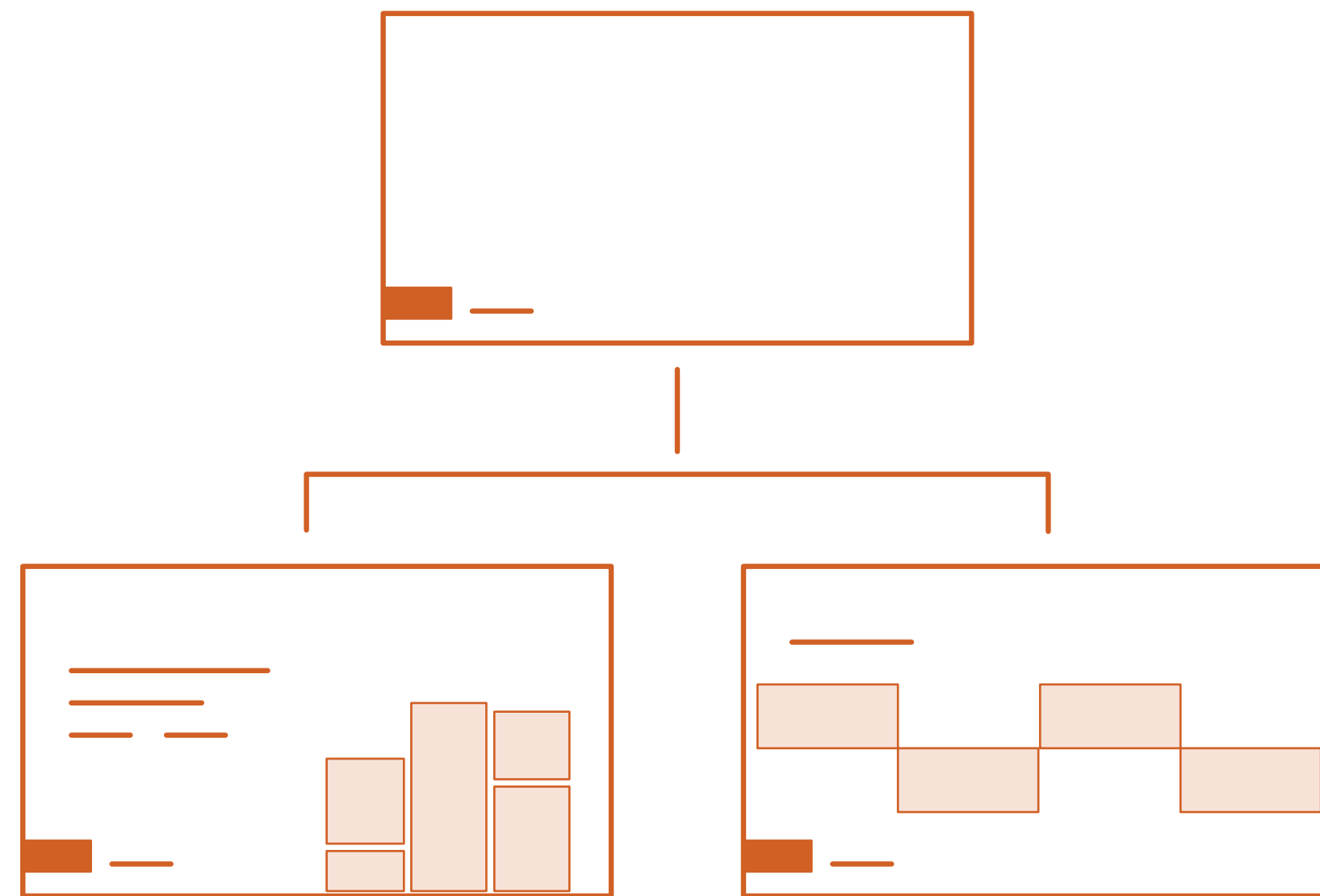**AKINDI**

SET CLEAR GOALS & OBJECTIVES

OUTLINE THE OBJECTIVE OF THE PILOT

This helps to ensure everyone involved knows what they're working towards and that the team is aligned.

Discuss and define what a successful pilot looks like for both employees and instructors.
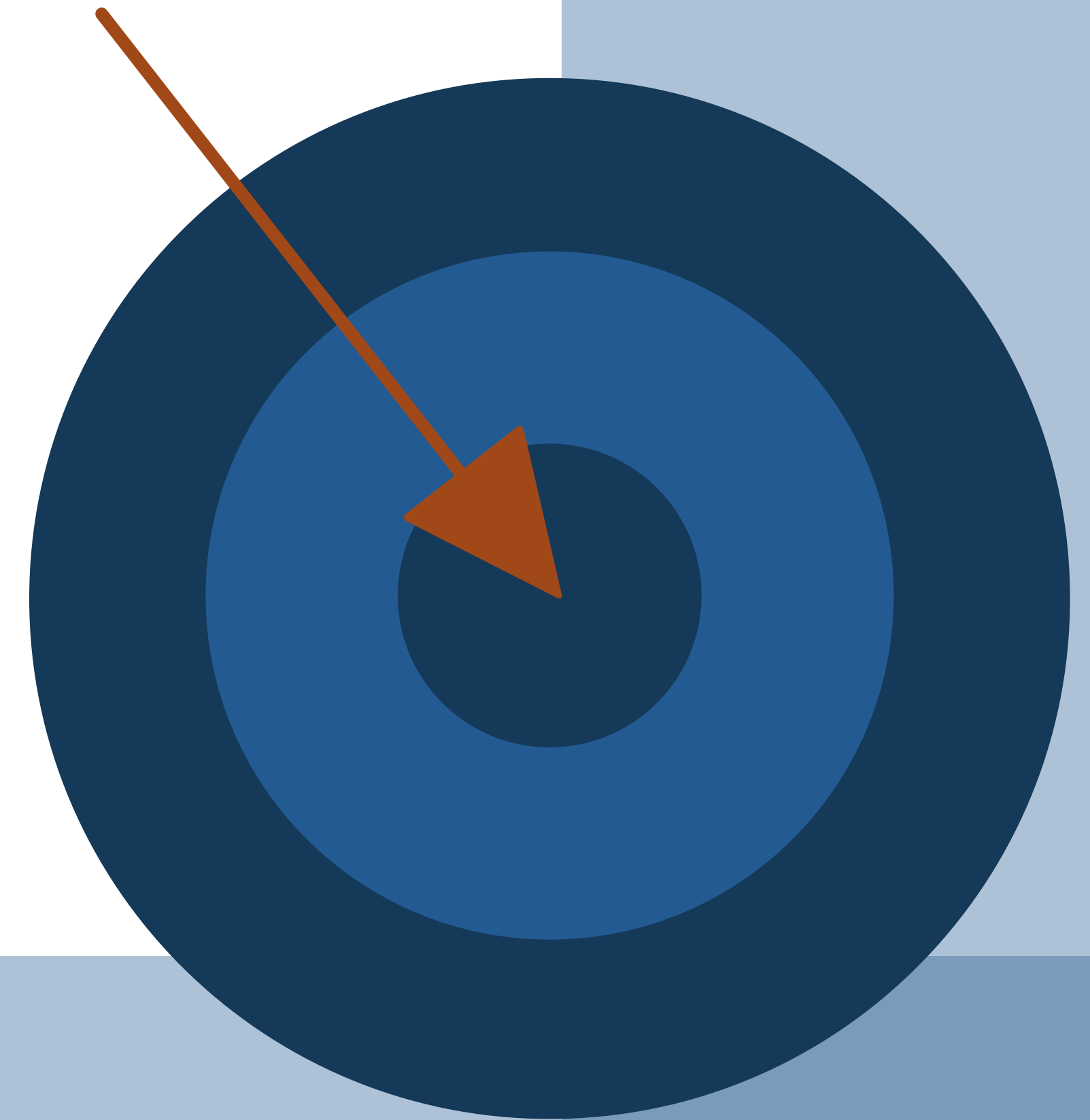
CREATE AN IMPLEMENTATION STRATEGY

PILOT EXECUTION

- ➡ Decide on timing and duration.

- ➡ Communicate expectations.

- ➡ Create a training plan.

- ➡ Instill confidence in your participants.

FEEDBACK & NEXT STEPS

Establish what success looks like.

Define check-in times.

Keep it simple!

SUMMARY

▶ Define the **problem** you're looking to solve.

▶ Identify possible **challenges** you may face in rolling out a new solution.

▶ Identify pilot **stakeholders and participants.**

▶ **Recruit** early adopters.

▶ Define **what a successful pilot looks like.**

▶ Develop an implementation **strategy.**

▶ Create **a feedback** loop.

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THANK YOU!

GET IN TOUCH WITH ME

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