

COMPUTER LEARNING CENTER WORKSHEET

Mission Statement

What is your Center's purpose?	
What are your Center's goals and strategies?	
Goals	Strategies
How do programming, activities and services serve the target audience's needs?	

Game Plan

Do you know any similar successful Computer Learning Centers? If so, where are they and who runs them?
What are the characteristics of a successful Center?
Who are the area business leaders, university officials, representatives or other influential people in the community you will talk to for guidance and input?
Why does your community need a Computer Learning Center?
Who will be the Center's primary audience? <input type="checkbox"/> Children <input type="checkbox"/> Preschool <input type="checkbox"/> 6 – 8 grades <input type="checkbox"/> 9 – 12 grades <input type="checkbox"/> Adults <input type="checkbox"/> Residents/members <input type="checkbox"/> Non-residents/non-members
How many people will the Center serve?
What kinds of classes or activities will the Center offer?

The Center Site

How large will your Center be?	
How many people will it accommodate at one time?	
How will you account for the children who visit the Center?	
How will you keep attendance?	
Will permission slips be required for children visiting the Center?	
What will be the days and hours of operation?	
How much computer space does your Center need?	
How convenient is the location for visitors?	
How will they get there (i.e., walk, public transportation, etc.)?	
How many cars can park at the Center?	
Are there any legal and zoning regulations that apply to your Center? If so, what are they?	
What are the building, fire safety and emergency procedure codes that are required by the state?	
When will building inspections take place?	
Date of Inspection	Inspected By
What security measures (i.e. alarm system or interaction with police) will you need to take to ensure a safe learning environment and to protect equipment and supplies – especially when the Center is closed?	

Funding

How much money will you need to start and operate your Center?

List a line item budget that includes computer equipment costs, payroll, utility costs, etc.

How will you get funding, both initially and continually?

Who will be your long-term contact for future funding and resources?

Relationship with School District

Who are the teachers and administrators you will contact for guidance and input?

What will the Center's students learn in school this year? (Categorize by grade levels)

How will you coordinate lessons with the teachers and administrators of the school district?

How will the Center staff consistently coordinate lesson plans with teachers?

What computer programs, games and lessons will the Center offer to complement what the students learn in school? List these by category.

Equipment

What computer hardware will you use?

- | | | |
|-----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Monitors | <input type="checkbox"/> Mouse Pads |
| <input type="checkbox"/> CD Roms | <input type="checkbox"/> Printers | <input type="checkbox"/> Mice |
| <input type="checkbox"/> Modems | | |

How many electrical outlets will the Center need for computer equipment?

How will an appropriate temperature be maintained in the Center throughout the year?

What kind of lighting is available?

What can be done to brighten the room?

What kind of seating will the Center have?

- | | | | | |
|---|---|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Secretarial chairs | <input type="checkbox"/> Folding Chairs | <input type="checkbox"/> Desks | <input type="checkbox"/> Sofas | <input type="checkbox"/> Other |
|---|---|--------------------------------|--------------------------------|--------------------------------|

What kind of surfaces will you use for the computer workstations?

List the kind of computer equipment software that will be used at the Center.

List the computer programs the Center will use.

What kind of additional equipment (i.e., chalkboards, maps, atlases, non-computer board games, encyclopedias or posters) will be available to students and coaches?

Staff Training

What resources (i.e., local public schools, colleges, businesses) have you found in the community to help with training staff?

How will you train the coordinator, coaches and adult education instructors?

How many adult staff members will be in the Center during operating hours?

What is the ratio of coaches to students?

List the person and social skills Center personnel will need?

What is the Center's agenda and program schedule?

Evaluation

How will you evaluate the Center's success?