The 21 Steps to Effective Elementary Foreign Language Program Planning and Implementation
(9-19 months for entire process)

Planning:
1. ____ Assess community/school interests and needs
2. ____ Organize an advisory or study committee
3. ____ Determine resources of school and community with respect to finances, language preferences, secondary school programs, agencies, universities, etc.
4. ____ Formulate realistic goals for the community
5. ____ Anticipate difficulties, problems, roadblocks, and view of people who might be opposed
6. ____ Investigate successful programs; discuss possible problems
7. ____ Contact knowledgeable people, particularly second language specialists in the different types of FLES programs
8. ____ Prepare a detailed proposal including a plan for a pilot program, with anticipated budget and outcomes of the program selected
9. ____ Arrange for coordination for the program
10. ____ Develop curriculum materials to fulfill the realistic goals, as well as plans for articulation with upper levels
11. ____ Develop a plan for the recruitment and selection of teachers
12. ____ Develop a plan for teacher training
13. ____ Promote interest by speaking to parents, teachers, principals, civic association members, etc.
14. ____ Be sure to involve secondary school FL teachers in the study committee
15. ____ Order materials for instruction
16. ____ Arrange teacher schedules

Implementation:
17. ____ Begin the program and publicize the program
18. ____ Evaluate, evaluate, evaluate. Ask for input at all levels and at all stages of planning and implementation
19. ____ Be prepared for successes and failures
20. ____ Attempt to solve conflicts and unexpected reactions
21. ____ After a year’s pilot and possibly another year of trial and error making necessary modifications; be prepared to enjoy the program

(Lipton, 1989)