



Product Dossier Template

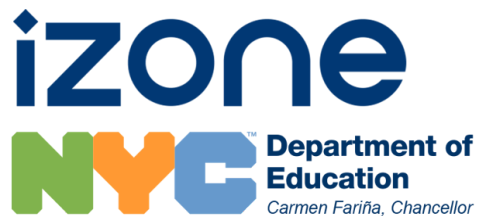
contributed by [iZone NYC](#)

OVERVIEW:

- Pilot organizations or districts can use this template to create a one pager with the most important information about products being considered for a pilot.

KEY TAKEAWAYS:

- Creating a form that matches this information and asking companies to complete it for their product will streamline data collection.





Product Dossier Template

Product Name:

Name of product

Product Website:

Product website URL

Grade Levels:

What grade levels is this product suitable for?

Product Description:

A short description of the product. Usually this information can be obtained from the product website.

Hardware Supported:

List the different hardware that can be used for this product.

Video Walkthrough:

Demo video from the website

Recommended Model of Implementation:

Flipped classroom, 1:1, learning lab, center rotation, etc. If there is not one recommended by the company, simply write “no specific recommendation”.

Product Trial Information:

If the product team has provided a trial login/password, place it here for the teacher to use. Any information around the trial should go here such as a trial login/password, specific instructions for running the trial, or specific contact information for troubleshooting, etc.

Minimum/Recommended Technical Requirements:

Additional information about what software requirements are needed, i.e., if a specific memory size, hard drive space or bandwidth is needed. Identify if the product requires a specific browser or if it needs to be downloaded. This section should have technical language to



ensure that all requirements have been met prior to pilot. This section is most likely going to be read by the tech coordinator or someone who has the level of expertise to understand the technical language.

Single Sign-On Option:

*Is this a possibility with the product? (yes or no)
List any integration with Google Apps for Education, Clever, etc.*

Bulk Uploading:

Does the product allow for bulk uploading of student data if you would like that option?

Data Export:

*Does the product allow for export and download of student data if you would like that option?
In what form (csv; excel)?*

Pricing model:

What is the cost of the product after the pilot? Identify all pricing models available.

