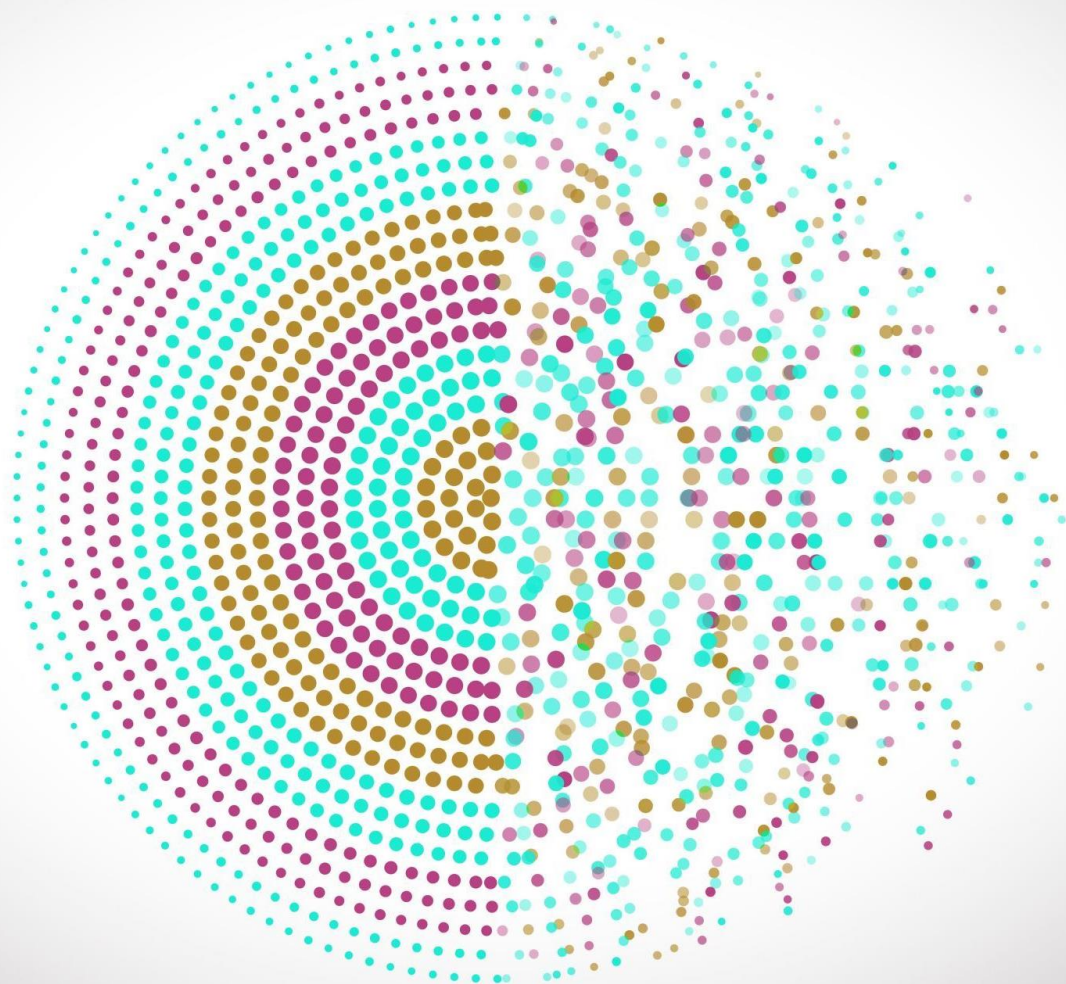




SUSTAINABILITY AND RISK AWARENESS

MODULE 1.6

**NATIONAL DIGITAL EDUCATION
LEADERSHIP ACADEMY**

OUR LEARNING OBJECTIVES TODAY

- **Identify at least one specific, named risk from each of the four risk domains that could realistically derail our school's digital plan.**
- **Complete a sustainability checklist for our current or planned initiative and name the weakest pillar.**
- **Design one mitigation that would survive our own transfer – something embedded in institution, not in a person.**
- **Write the first three entries of our school's digital handover folder before the next session.**





LET US HEAR YOUR
EXPERIENCE!!

What risks have you faced in
rolling out initiatives in your
school as school leaders?



Remember: Risks threaten sustainability of
any digital initiative!



KEY FOCUS TODAY

SUSTAINABILITY

- **The capacity of a digital initiative to continue functioning and delivering benefits beyond its initial launch – achieved when a leader integrates the initiative into the school's core structures, routines, budget, culture, and governance, so it can withstand recurring shocks.**

RISK AWARENESS

- **A leader's ability to recognise, understand, and proactively plan for the interconnected risks that threaten a digital initiative's success: financial, technical, human, and institutional risks.**

THE 5 PILLARS OF SUSTAINABILITY IN SCHOOLS



Structural Integration



Routines



Budget



Culture



Governance

CASE SCENARIO 1

- Three years ago, a school in the Western Region received a fully equipped ICT lab: twenty computers, a projector, a backup battery, free internet for one year. The headteacher was celebrated. The district director cut the ribbon. Everyone clapped.
- Today, that lab is a storeroom. The computers are dead. The battery was stolen. The free internet ended and no one budgeted to renew it.
- The trained teacher transferred. The new headteacher has no idea how to fix anything.

GROUP BREAKOUT: 10 minutes

- In groups of five:
- 1. Identify the sustainability pillars that are missing in the case above.
- 2. Complete the sustainability checklist. Your score on the checklist shows if it is sustainable
- 3. Circle the weakest pillar and tell your members what should have been done.
- 4. Write: The one action I will take this week to strengthen this pillar is

**NOTE: Your sustainability checklist is in the next slide below.
Use it and report your score to the in your presentation**



D. Sustainability Checklist

Question	Yes	No
1. Is the initiative on the school's annual operational plan?	☐	☐
2. Is there a budget line item for repairs and maintenance every year?	☐	☐
3. Have at least three teachers been trained to manage the technology?	☐	☐
4. Is there a written ICT policy approved by the SMC?	☐	☐
5. Is there a simple daily/weekly routine for device care?	☐	☐
6. Is there a handover folder the next headteacher can understand?	☐	☐
7. Does the school have a small emergency fund for unexpected ICT repairs?	☐	☐
8. Do students and parents understand and support the rules for using devices?	☐	☐



INTERPRETATION

- 7–8 Yes: Your initiative is likely sustainable.
- 4–6 Yes: Some risks remain. Name the weakest pillar and strengthen it this week.
- 0–3 Yes: Stop. Do not launch. You are building a future storeroom decoration.

OPEN FORUM DISCUSSION

- **Think of a digital initiative that failed. Which of these five pillars was missing?**
- **What specifically collapsed first?**



THE 4 SHOCKS SUSTAINABILITY MUST SURVIVE

SHOCKS

SUSTAINABILITY RESPONSE

Funding
Gap

- Small ICT fund separated from school's IGF

Technical
Failure

- Standing relationship with a local repairer who may even do it for free
- Get someone who may also charge less and buy into your vision

STAFF
TURNOVER

- At least 3 teachers know how to maintain the lab or ICT tool

Policy
Change

- Have a clear-routed plan with SMC, PTA and the GES. This includes usage policy

THE FOUR TYPES OF RISKS

You remember our discussion on risk awareness in the beginning?

FINANCIAL

- No funds to support the project.

TECHNICAL

- Devices breakdown,
- Software becomes obsolete

HUMAN

- teachers resist, lack skills, or leave.

INSTITUTIONAL

- School policies change
- Leadership changes kills initiative

CASE SCENARIO: THE PRUDENT HEADTEACHER

- A head-teacher in Sekondi-Takoradi learned from a failed initiative where 40 tablets became unusable within 18 months due to untrained staff, teacher transfers, no maintenance budget, and outdated content.
- When a new foundation offered support, she insisted on a funded programme – not just equipment. She built a sustainability plan addressing all four risk categories: Financial (three-year declining grant plus a ring-fenced PTA account), Technical (three-year warranty, local 48-hour repair service), Human (mandatory termly training linked to appraisals), Institutional (formal ICT policy with leadership handover protocol endorsed by the circuit supervisor). After three years: all 40 devices function daily, exam scores improved from 39% to 81%.

GROUP ACTIVITY: BUILDING THE RISK REGISTER (10 MINUTES)



- **Complete the four-quadrant risk register.**
- **Which of the four shocks has hurt a digital project in your school or district before? What collapsed and what single action, taken six months earlier, could have prevented it?**
- **Write one mitigation per risk. At least one mitigation must still function after you leave the school.**

F. The Handover Folder

The single biggest threat to sustainability in Ghanaian schools is staff transfer. Every school should have a digital handover folder that answers:

Question	Where to Find the Answer
What devices do we own?	Inventory sheet
Where are they stored? Who has keys?	Map and key holder names
What are all the passwords?	Password page — kept secure
Who repairs things?	Technician contact list
What recurring costs do we pay?	Budget page
Who is trained to fix basic problems?	Staff skills list
What is the weekly routine for device care?	One-page checklist
What is the school's ICT policy?	Copy of policy document

ACTION STEP

Assign one teacher to start writing this folder this week. Add one page per week. Within one term, you will have a sustainability tool that costs nothing but saves everything.

THE ZERO COST SUSTAINABILITY ACTIONS

ACTION

- Write down all ICT passwords and procedures in a notebook.
- Assign device care routines to students (cleaning, charging).
- Make ICT a standing agenda item at every staff meeting.
- Partner with a nearby SHS or technical school for repair help.
- Create a simple device logbook to track breakdowns and repairs.

IMPACT

- new teacher or headteacher can continue without starting over.
- Students feel ownership. Devices last longer.
- Problems discussed before they become crises
- Their students get experience; your devices get fixed.
- You can see patterns and prevent future problems.



YOUR OUTPUT TODAY

- **A four-quadrant risk register for your school's digital initiative – specific risks in each quadrant, one mitigation per quadrant, at least one mitigation that survives your transfer.**
- **Identifying the first three entries of your school's digital handover folder. Both feed into the Roadmap section of your Digital School Strategy.**

YOUR DELIVERABLES THIS WEEK

(1) Complete the sustainability checklist – write the score and the weakest pillar.

(2) Write the first three entries of your handover folder.

(3) Implement one zero-cost sustainability action – not plan it, implement it. Bring all three to your mentor session.