Official Graphik Connexions E-Learning Ready Checklist

Before implementing an E-Learning Solution be sure you have considered these checklist items and documented your responses. (Feel free to print this page for future reference):

- What are the learning objectives for your initiative? What are you looking to accomplish with your E-Learning solution? i.e. Maximize productivity, decrease training costs, decrease customer service calls or complaints, etc... _____

  _____

- How much of the content is documented, valid and complete? i.e. Is it in the form of a training manual, user guide, policy document, etc... Try to assign a percentage for documented content <u>and</u> a percentage for information that must come from other sources and then define those sources. i.e. Subject Matter Expert (SME)   *Circle One*:   0%   25%   50%   75%   100%

- Do you have the multimedia capabilities to run an E-Learning course? i.e. speakers, sound card, Flash player   *Circle One*:   YES   NO   Comments: _____

- How interactive does the course need to be to engage the learners? Try to assign a percentage. Keep in mind interactivity includes pointing and clicking, rolling over objects, checking boxes, etc...

Circle One: 0%   25%   50%   75%   100%   Comments: _____

- Do you require reporting data for each learner as to their progress, scores, areas of weakness?

Circle One: YES   NO   Learning Management System (LMS) Needs:

_____

_____

- Do you need a custom user interface developed with special company branding and colors?

 Circle One: YES   NO   Comments: _____

- Will the modules need to be available in multiple languages? i.e. English, Spanish, French

Circle One: YES   NO   If yes, note languages:

_____

- Will you need ongoing support for in-house staff to maintain and support the course platform?

Circle One: YES   NO   Comments:

_____

- Will you be able to maintain and update content on your own with your own in-house staff or will you need a maintenance contract? *Circle One*:   YES   NO

   Comments: _____