

Official GC Learning Services LLC 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 and 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: _____

