

Checklist for Launching a Digital Learning Project

Here are some considerations that can be useful at the planning stage of your digital learning project. The points below can help to plan carefully and avoid some of the issues that may arise during course development.

Target audience

- | | |
|---|-------------------------------------|
| Who they are, what they do: their role and their goals | <input checked="" type="checkbox"/> |
| Their learning history: what they know already and what they should know | <input type="checkbox"/> |
| Their context: cross-functional teams, wider task areas and skills required | <input type="checkbox"/> |
| Organisational situation and their needs for handling their tasks | <input checked="" type="checkbox"/> |

Scope

- | | |
|---|-------------------------------------|
| Overall programme design and alignment with org. L&D strategy | <input type="checkbox"/> |
| Length and format of the project and the final product(s) | <input checked="" type="checkbox"/> |
| Main learning objectives, outcomes and the overarching goals | <input checked="" type="checkbox"/> |
| Measuring learning impact, skill development, mindset change | <input type="checkbox"/> |

Technical aspects

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|--|-------------------------------------|
| Format of the deliverables: authoring tool(s), LMS solutions, other | <input type="checkbox"/> |
| Media assets: images, videos, graphs, graphic design, animation | <input checked="" type="checkbox"/> |
| Data collection, learner progress tracking, overall learning experience | <input type="checkbox"/> |
| Extra: gamification, badges, custom design and data, AI for scenarios etc. | <input checked="" type="checkbox"/> |

Project workflow

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|--|-------------------------------------|
| Main stakeholders and the decision-making process | <input type="checkbox"/> |
| Team responsibilities, general process flow - analysis, design, production | <input checked="" type="checkbox"/> |
| Review cycles and their impact on the development team's work | <input type="checkbox"/> |
| Timeline for the various stages and the main deliverables | <input checked="" type="checkbox"/> |