

An Implementation Checklist for Blended Learning

Examine the scope of the learning:

- How long will the content last?
- How often will changes be made?
- How soon do you want the program to be up and running?
- Do you have staff who can do this?
- Is human interaction essential or will E-learning take care of the needs?
- What do you really need?
- What can you live without?
- Do you need continuous IT involvement?
- Do you have a place and computer for learners to use?
- Will people use this?
- Will it be available for a long time?
- How much will it addresses information overload issues?
- Will it be advantageous to access the learning experience from anywhere?

Assess blended learning models:

How to Design and Architect your Blended Learning Program	Media Type	Instructional Value	Scalability	Time to Develop	Cost to Develop	Cost to Deploy	Assessment Capable	Trackable
	Classroom based training	High	Low	3-6 weeks	Medium	High	Medium	Low
WBT Courseware	High	High	4-20 weeks	High	Low	High	High	
CD ROM Courseware	High	High	6-20 weeks	High	Medium	High	Low	
Conference Calls	Low	Medium	0-2 weeks	Low	Low	No	No	
Webinars	Medium	Medium	3-6 weeks	Low	Medium	Low	Low	
Software / Online Simulations	Very High	Medium	8-20 weeks	High	Medium	High	High	
Lab-based Simulations	Very High	Low	3-6 weeks	High	High	Medium	Medium	
Job Aids	Low	High	0-3 weeks	Low	Low	None	None	
Web Pages	Low	High	1-8 weeks	Low	Low	None	None	
Web Sites	Low	High	1-8 weeks	Low	Low	None	None	
Mentors	Medium	Low	2-3 weeks	High	High	Low	Low	
Chat-Discussion-Community Services	Medium	Low Medium	4-6 weeks	Medium	Medium	None	Low	
Video (VCR or Online)	High	Medium	6-20 weeks	High	High	None	Low	
EPSS	Medium	Medium	8-20 weeks	Medium	Medium	None	Medium	

Source: *Blended Learning: What Works*™ © Bersin & Associates 1 May 2003 www.bersin.com

Determine funding strategies:

- How much is the organization willing to invest in the learning?
- Can you seek grants for the effort?
- If the program is successful, how much will the organization benefit?
- Do you have a 3-year budget in place for enhancing and maintaining the learning?
- Technology resources for nonprofits and corporate funding:
<http://techsoup.com/>
<http://fdncenter.org/pnd/specialissues/content.jhtml;jsessionid=NSGGWDZDYQDFPTQR S14CGXD5AAAACI2F?id=16500006>
- General resources about costs, benefits and ROI of e-Learning:
http://www.isoph.com/pdfs/2004_Nonprofit_E-learning_Survey.pdf
http://www.isoph.com/pdfs/2005_Nonprofit_E-learning_Survey.pdf
<http://www.isophinstitute.com/documents.aspx>
<http://www.e-learningcentre.co.uk/eclipse/Resources/costs.htm>
<http://www.e-learningguru.com/articles.htm>
http://www.adobe.com/cfusion/showcase/index.cfm?event=finder&industryid=8&projectypeid=17&loc=en_us

Gain approval:

- Do you know the technology level of your audience? Your stakeholders?
- Have you communicated the challenges of technology to them?
- Do you have an alternate plan for delivering the training if technology issues arise?
- Do you have a plan in place to prototype it?
- Do you have the “buy in” from your IT staff?
- How will you help your audience feel comfortable with this approach?

Apply iterative instructional design:

- Does the approach address learner styles and needs?
- Is the interface design simple and consistent?
- Have you thoroughly tested the prototype with new and experienced internet users?
- Have you collected feedback from your learners about what works and what doesn't?
- Do you have an incentive for collecting the feedback?
- Can you easily reuse the basic functionality of the prototype for new courses, enhancements, and expansion to new audiences?

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