

E-capability checklist

1. Your capabilities

A capability is simply *what your organisation can do now*.

It involves skills, but also your technical systems, work processes, resource allocation, communication systems and outsourcing arrangements they need to make themselves useful.



Figure 1. The Four Capability Areas of e-Learning

Rate your organisation's current level of e-capability (circle one number)

	very poor	poor	average	good	excellent
Strategic e-capabilities					
Interpret trends in using web-based technologies for education and training	1	2	3	4	5
Analyse business opportunities and threats from the technology trends	1	2	3	4	5
Monitoring e-learning development in competitors or similar organisations	1	2	3	4	5
Identifying types of e-learning relevant to the organisation	1	2	3	4	5
Marketing, supporting, monitoring and updating the strategy	1	2	3	4	5
Articulating the role of e-learning in the business	1	2	3	4	5
Developing an e-learning strategy	1	2	3	4	5
Establishing clear leadership goals and targets	1	2	3	4	5
Identifying, developing and supporting e-learning leaders	1	2	3	4	5
Recruiting or developing appropriate e-skills for the business	1	2	3	4	5
Evaluating, selecting and implementing e-learning systems and services	1	2	3	4	5
Integrating e-learning needs in web and intranet services	1	2	3	4	5
Designing and implementing e-learning embedding strategies	1	2	3	4	5

	<i>very poor</i>	<i>poor</i>	<i>average</i>	<i>good</i>	<i>excellent</i>
Manage e-capabilities					
Identifying opportunities for e-learning initiatives	1	2	3	4	5
Making a business case for using an e-learning solution	1	2	3	4	5
Selecting and resourcing leaders to drive e-learning	1	2	3	4	5
Forming and resourcing e-learning project teams	1	2	3	4	5
Providing and administering useable and reliable e-learning tools and systems	1	2	3	4	5
Managing e-learning projects, on time and on budget	1	2	3	4	5
Establishing flexible staffing to support e-learning	1	2	3	4	5
Establishing team workflow processes for e-learning initiatives	1	2	3	4	5
Contracting and managing e-learning specialists for skill gaps	1	2	3	4	5
Managing e-learning content development staffing and processes	1	2	3	4	5
Providing e-learning consultancy services to business or internal clients	1	2	3	4	5
Managing contracted e-learning content development	1	2	3	4	5
Marketing e-learning internally, including to client employees	1	2	3	4	5
Design and delivery e-capabilities					
Analysing client/learner needs and readiness for e-learning	1	2	3	4	5
Selecting an appropriate e-learning mix (self-paced, facilitated, blended)	1	2	3	4	5
Selecting appropriate delivery tools for an e-learning solution	1	2	3	4	5
Designing e-learning sequences and activities	1	2	3	4	5
Using e-learning tools, resources and systems for training delivery	1	2	3	4	5
Using e-learning tools for assessing learning outcomes	1	2	3	4	5
Providing client/learner/employee induction to e-learning	1	2	3	4	5
Facilitating group learning online	1	2	3	4	5
Providing support for e-learners	1	2	3	4	5

	<i>very poor</i>	<i>poor</i>	<i>average</i>	<i>good</i>	<i>excellent</i>
Learning materials development e-capabilities					
Sourcing content for e-learning courses	1	2	3	4	5
Customising available e-learning materials	1	2	3	4	5
Writing and editing content for e-learning	1	2	3	4	5
Designing and storyboarding e-learning materials	1	2	3	4	5
Producing media resources for e-learning (audio, video, graphics, animation)	1	2	3	4	5
Developing (programming) e-learning materials	1	2	3	4	5
Packaging e-learning materials (learning objects)	1	2	3	4	5
and/or					
Managing contracted development of e-learning materials	1	2	3	4	5
and/or					
Providing non-specialist (rapid) development tools for instructor/writers	1	2	3	4	5
Supporting and coordinating individual trainer development of e-learning materials	1	2	3	4	5

2. Your strategies to build capability

Where are your strengths?
What are your weaknesses?

What are the main
organisational/cultural systems
or processes you would have
to change to make an impact
on e-capability?
What's the degree of difficulty
for each?

Which e-capabilities should be
your development priorities in
the short term?