

## Learning Ecosystem Checklist

Category	Steps	Response/Description
<b>Learning &amp; Performance Processes</b>		
<b>Analysis</b>	There are clearly defined learning & performance <b>outcomes</b> that support implementing a learning ecosystem in our environment	
	There are clearly defined learning & performance <b>objectives</b> that support implementing a learning ecosystem in our environment	
<b>Design &amp; Development</b>	List the ecosystem containers that will be leveraged to cultivate your learning ecosystem.	
	Map the existing learning content, courseware, collateral, etc. to each container <ul style="list-style-type: none"> <li>• Identify any new content, courseware, collateral, etc. that will need to be added.                             <ul style="list-style-type: none"> <li>○ Internally developed?</li> <li>○ Purchased from vendor?</li> </ul> </li> </ul>	
<b>Implementation Administration &amp; Support</b>	<ul style="list-style-type: none"> <li>• There is a communication strategy available to support the initiative.</li> <li>• There is administrative support available for learners.</li> <li>• There is administrative support available to manage metrics and reporting.</li> <li>• There is administrative support available to monitor and report usage.</li> </ul>	
<b>Evaluation</b>	There are clearly established learning & performance metrics <ul style="list-style-type: none"> <li>• Which metrics will be collected?</li> <li>• When will metrics be collected?</li> <li>• How will metrics be collected?</li> <li>• How will metrics be reported?</li> <li>• To Whom? What action will be taken?</li> </ul>	
<b>Learning &amp; Performance Environment</b>		
<b>Learning Culture</b>	<ul style="list-style-type: none"> <li>• Identify the training modalities that meet the learning needs and styles of the target populations.</li> <li>• List any additional modalities that will be introduced into the organization/system and describe why these will be required/how they will achieve the learning outcome.</li> </ul>	
<b>Target Populations</b>	<ul style="list-style-type: none"> <li>• There are clearly defined learner populations.</li> <li>• Identify which learner populations will have access to the ecosystem.                             <ul style="list-style-type: none"> <li>○ Match the target populations to ecosystem containers.</li> </ul> </li> </ul>	
<b>Learning Technologies</b>	<ul style="list-style-type: none"> <li>• Identify the learning technologies currently available in the organization.</li> <li>• Identify any additional portals, platforms, or systems that may need to be acquired/utilized.</li> </ul>	