



**E-Learning Queen's
TRAINING CENTER CONVERSION PROCESS
TASK BLOCKS**

Prepared by Susan Smith Nash, Ph.D.

<http://www.elearningqueen.com>

Task Block 1	Infrastructure	Decision Point Questions for all Infrastructure Elements
LMS	Learning Management System	Inventory / identify existing infrastructure
CMS	Content Management System	Evaluate "fit" for future needs (capacity and functionality)
Registration	Online Registration System	Scalable?
TMS	Talent Management System (Employee Professional Development Database)	Cost/benefits: Off-the-shelf solution? Custom solution? Open source?
Web	Web Server (dedicated, task-specific, FERPA compliancy)	Staffing: need more IT support staff? Programmers? Tech support?

Task Block 2	Curriculum	Decision Point Questions for all Curriculum Elements
Program	Identify multi-course certificate programs	What are the program learning objectives? Outcomes?
Courses	Identify courses (within certificate programs and stand-alones)	Course learning objectives? Outcomes?
Modules	Identify and classify modules (conceptual, equipment-centered, service-centered)	Module learning objectives, competencies?
Assessments	Mastery learning: concepts, skills, problem-solving Individual and collaborative	Review existing curriculum and compare with updated goals, objectives, outcomes

SME	Subject matter experts identified	Gap analysis: where do courses and modules need to be developed (new tools? New techniques and services?)
CW	Course writers (can also write assessments)	Technical training writers: how can writers present technical basics, plus examples and case studies?
ID	Instructional designer (evaluate lesson plans, assessments, efficacy of strategy)	What kind of balance should there be between concepts, core principles, technical specifications, case studies, and problem / application?

Task Block 3	Instructional Materials	Decision Point Questions for all Instructional Materials Elements
Text		What kinds of inventories currently exist?
Graphics (diagrams / schematics)		Are the formats compatible?
Video	Mp4? Wmv? Flash player?	What is the granularity of the digital objects?
Audio	mp3	How reusable are they / amenable to CMS and the LMS deployment
Animations	Functional animations, mouseovers, graphing calculators	Which existing animations are fundamental and illustrate core concepts? Which ones are potentially obsolete?
Simulation	Can be serious games	Simulations that replicate real-life conditions and problems
Interactive forms	Assessment and evaluation	Calculations, short answer, multiple-choice
Virtual Worlds	Second life? Other proprietary platform that allows interactive role play with avatars in a virtual world?	Does Halliburton had an island in Second Life? Is it usable, or would it be necessary to hire designers to build it out? Cost/benefits?
Digital Flashcards	Format for laptops? Mobile devices? Low on Bloom's taxonomy, but useful for identification	Which elements can be easily made into mobile device-usable content (handhelds, etc.)
Digital Glossaries	Format for laptops? Mobile devices? Low on Bloom's taxonomy, but useful for identification	How universal and easy to use are the existing media elements?

Task Block 4	Instruction	Decision Point Questions for all Instruction Elements
Instructors	Instructor Talent Management: existing competencies, specialties, training	Identify suite of courses for instructors to take.
Train the trainer material	Specialized course for e-learning and hybrid (online and face-to-face)	Prepare main training course – what is the ideal length? Two-week blocks?
Learners	Develop sequence and schedule for most in-demand content first	Which courses are the most important from a content / concept perspective?
Sandbox LMS	Provide space in the CMS and LMS for instructors to take course in the environment in which e-learning will take place	Which will have the most positive sales impact?
Exemplary Course	Provide model of exemplary module (or full course), with content, lessons, discussion questions, assessment, instructor interaction, etc.	How does instructor training tie into the deadlines for training?

Development Costs	Recurring or one-time
Course development (course writer / SME / instructional design / editing)	One-time
IT support	Recurring
Content management (object repositories, etc.)	Recurring
Instructional material development (graphic designer, web developer, animations)	One-time
LMS / CMS course builder (staff)	Recurring
Train the trainer	Recurring
Administration / Staff project oversight	Recurring
Licenses	Recurring
Hardware (servers, workstations, etc.)	One-time