

CONTENT READINESS

ASSESSMENT TOOL

How to use this tool: This tool is designed to help you think through a series of variables related to the content readiness of a project you are looking to create. Whether you are a client or a vendor, this tool will help you identify how the readiness of your content impacts your project budget.

Course Name

Estimated Seat Time

CONTENT STABILITY

(the likeliness that content will remain stable during design and development)

Has the content changed in the last six months?

Yes No

Example: The training is on customer service within a retail environment. Your organization has recently launched a new customer service model that all associates need to be trained on.

If yes, what is the nature of the changes at a high level, and have those changes been clearly defined from the current state?

Will the content likely change/evolve within the duration of the project?

Yes No

Example: You are developing training on your company's HR policies, which are renewed annually. The annual review is scheduled to be complete six weeks into the project's timeline.

If yes, is it necessary for the content to reflect these future changes?

Yes No

What is the nature of the changes at a high level?

FOR SOFTWARE SYSTEMS

Is the look of the interface and related pages final and ready for screen capture?

Yes No Non -Issue

Does the vendor have access to a system/test system for screen captures?

Yes No

Will you be providing the screen captures?

Yes No

Is the system/test system onsite only? Yes No

Can the system/test system be accessed remotely? Yes No

What is the status of the system? Yes No

Stable

In development

In QA

Other

If in development, have the business procedures been written on which we can base the training design? Yes No

If in development or QA, what is the timeline for rolling out the final system? Yes No

If in development or QA, are the procedures that need to be demonstrated in the training function without major bugs? Yes No

CONTENT DOCUMENTATION COMPLETENESS

(how well documented the content is when it is handed over to the vendor)

Is there an older version of this course? Yes No

If yes, select what content exists. Examples include but are not limited to:

Old e-learning course with outdated content

Old e-learning course with up-to-date content but in need of a “facelift”

Old ILT course with speaker notes

Old ILT course without speaker notes

Other

What percentage of the total up-to-date content does this represent?

1%–30%

31%–50%

51%–70%

71% or higher

If no, is content from this course documented? Examples include but are not limited to:

No; the content is completely undocumented

White paper

Website/intranet

Written notes in Word, PowerPoint®, or other document

Internal company policies or manuals

Other

What percentage of the total up-to-date content does this represent?

1%–30%

31%–50%

51%–70%

71% or higher

GLOBAL

Do all relevant SMEs and reviewers have the same opinion on the stability and completeness of this course?

Yes

No

If no, describe the areas or topics in question.

Is a link to the current content available?

Yes

No

If yes, please provide the link.

With these questions answered, you are now prepared to assess the time (and budget) impact of content development on the courses you are about to build. To set your project up for success, be sure that your content readiness assumptions are included in your project statement of work or charter and understood by all parties.