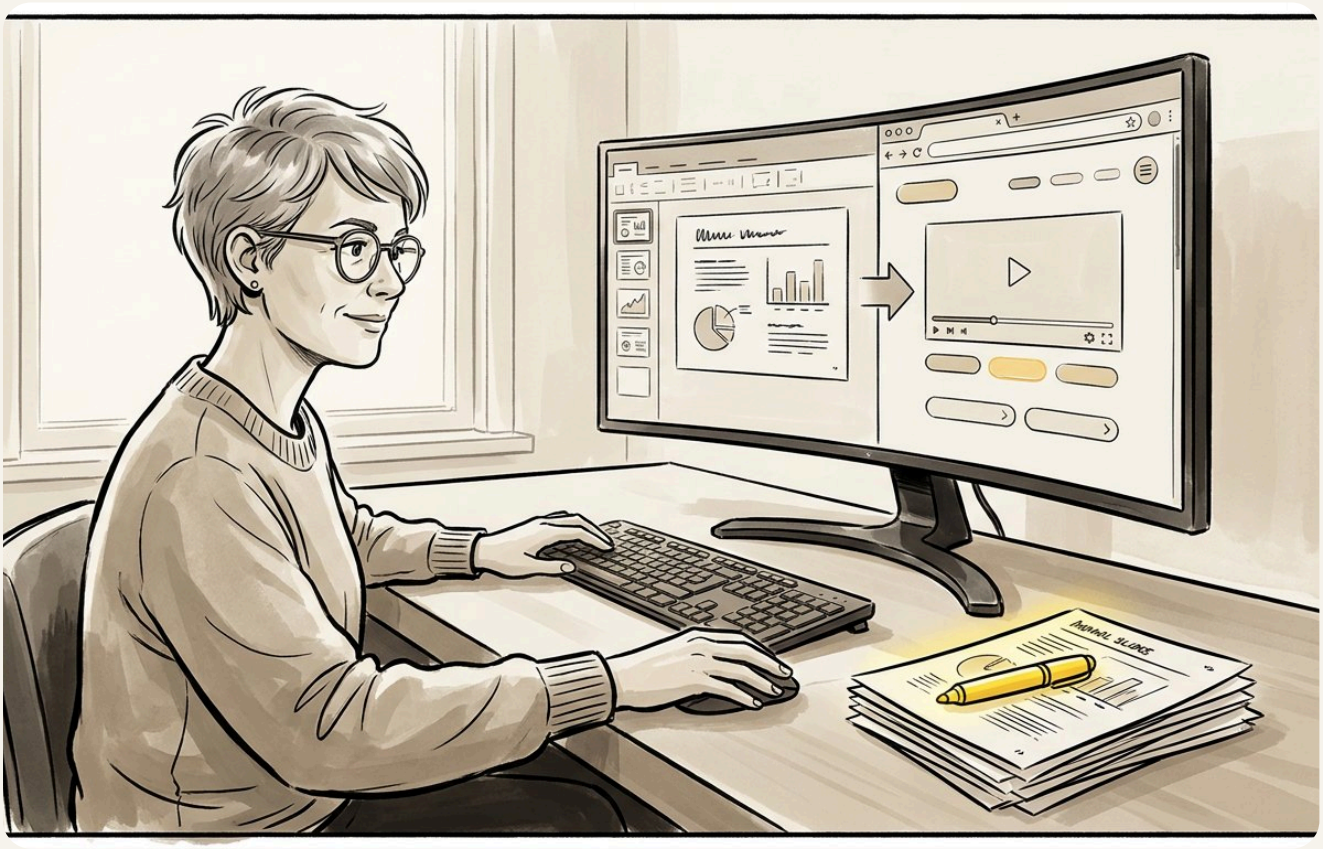
How ready is your training to go online?

A five-minute self-check for organisations planning to move training online. Score 25 statements, add up your total and see what to do next.



Take five minutes to see how ready your training is to move online. Score each statement, add up each area, then read the result band that matches your total.

- Score **Not yet** as 0, **Partly** as 1 and **Yes** as 2. Each area scores out of 10, for a total out of 50.
- Score Partly when you're unsure, and ask a colleague to score it too so you can compare answers.

Area 1. Purpose and audience

Statement	Not yet (0)	Partly (1)	Yes (2)
We can say in one sentence what the training must change.	○	○	○
We know who the learners are, how many there are and where they work.	○	○	○
Learners' devices are known to us, including phones.	○	○	○
It's clear why online suits this training better than the way we run it now.	○	○	○
Someone senior supports moving this training online.	○	○	○

Score for Purpose and audience, out of 10

Area 2. Material

Statement	Not yet (0)	Partly (1)	Yes (2)
We have slides, notes, videos or documents for this training.	○	○	○
The material is up to date and correct.	○	○	○
A subject expert can check the content and answer questions.	○	○	○
We own the material or have permission to use it, including the images.	○	○	○
We know what learners must be able to do at the end, and how we'll check it.	○	○	○

Score for Material, out of 10

Area 3. People and time

Statement	Not yet (0)	Partly (1)	Yes (2)
One person owns the project and can make decisions.	○	○	○
That person has a few hours a week for it over the next two months.	○	○	○
Our reviewers can return feedback within a week.	○	○	○
Someone will run the platform after launch, including enrolments, questions and reports.	○	○	○
We have a budget, or we know who approves one.	○	○	○

Score for People and time, out of 10

Area 4. Platform and data

Statement	Not yet (0)	Partly (1)	Yes (2)
We know whether we already have a platform or need one.	○	○	○
Our plan is clear on whether we'll sell courses, train our own people, or both.	○	○	○
The personal information the platform will store is listed.	○	○	○
We've checked where the platform stores data and that this suits our privacy rules.	○	○	○
We know how learners will log in and how we'll add them.	○	○	○

Score for Platform and data, out of 10

Area 5. Launch and measure

Statement	Not yet (0)	Partly (1)	Yes (2)
We have a launch date or a deadline.	○	○	○
Learners will hear about the course through a planned message.	○	○	○
We plan to test the course with a small group before the full launch.	○	○	○
We know what we'll measure, such as completions, quiz results, support calls or enrolments.	○	○	○
We have a date to review the course and update it.	○	○	○

Score for Launch and measure, out of 10

Your total score

Area	Your score	Out of
Purpose and audience		10
Material		10
People and time		10
Platform and data		10
Launch and measure		10
Total		**50**

The bands are guidance

Use the result bands to start a conversation about next steps. A low score in one area can matter more than the total. That's true when the project has no owner or the material is missing.

What your score means

Score 0 to 19: scoping call and pilot

You have a reason to move online, but some groundwork is still missing. A small pilot course lets you sort out ownership, material and the platform before you commit to more.

- Book a 20-minute scoping call to work out what to build first.
- Choose one course of 15 to 30 minutes for the pilot.
- Name an owner and agree their hours with their manager.
- Fix your lowest-scoring area before the build starts.

Score 20 to 34: a fixed-price build

You have the material and the people for a build, with a few gaps to close. A fixed-price build is a good fit, because it gets you live quickly while your team stays focused on the content.

- Get a fixed quote based on your current slides.
- Close the gaps in your lowest-scoring area while the outline is drafted.
- Plan a small test group for the first version.
- Add a quiz and certificate if you need proof of completion.

Score 35 to 50: DIY or hand us the fiddly parts

You're well prepared, so you could build the course yourselves or ask us to do only the parts that take longest.

- Use our free guides to plan and build the course in-house.
- Hand us the slow jobs, such as school set-up, quizzes and certificates, voiceover or a sales page.
- Start a free trial on your chosen platform, and check its pricing page before you commit.

How a Discover Learning build works

1. **Prompt.** You send your slides, we hold a 20-minute scoping call, and you approve an AI-drafted outline.
2. **Polish.** AI builds the screens, images and audio, a designer checks every screen, and you review once.
3. **Publish.** We load the course on your platform, or send a file for your LMS.

First steps for the most common gaps

Gap	First step
Owner not named	Name one person and agree their hours with their manager.
Material out of date	Ask the subject expert to mark changes on the slides before the build.
Platform not chosen	Use the quick rule: LearnWorlds if you sell courses, TalentLMS if you train your own people.
Data location not checked	LearnWorlds hosts data in the EU and TalentLMS in the US. Check this against your privacy policy.
Measure not set	Pick one measure and record today's figure as your starting point.
Launch not planned	Set a date, then plan three messages to learners before it.

Book a 20-minute scoping call

Bring your score and your slides. We'll tell you what to build first and give you a fixed price, with courses from $2,750 ex GST. You can call 1300 208 943 or email info@discoverlearning.com.au.

Book a scoping call

Discover Learning, discoverlearning.com.au, info@discoverlearning.com.au, 1300 208 943

A member of the Hungry Minds family. Bigger appetite? Hungry Minds designs and builds full programs. Learning to design? Instructional Design Australia.

General information only. Check platform prices and features on the vendor site before you buy.

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