

# New Project Request Form

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The information provided in this form will help us prioritize and assign the right staff to support your request.

1. Please download the form before filling it out.
2. Once filled out, email the form to [learnwithus@vch.ca](mailto:learnwithus@vch.ca)

## Before you Begin: Pros and Cons of eLearning

### Pros:

- **Flexibility** – Your eLearning content can be done in sections to fit around your already busy schedule. Unlike traditional in-house training, you don't have a structured schedule to dictate when to access your eLearning content. Online learning gives full flexibility to accomplish your goals on your own time.
- **Lower Cost** – eLearning allows you to learn from anywhere. Since you aren't using a trainer's time or equipment, online learning becomes a much more affordable option. With the exception of your own computer or mobile device, you generally do not have many other expenses.
- **Mobility** – Instead of the confinement of a traditional classroom, you now have the flexibility to learn in any location you'd like, including on a train or a plane. eLearning allows you to take full advantage of your time and get things done when you wouldn't normally be able to.
- **Pedagogy** - Promotes active and independent learning.

### Cons:

- **Lack of structure** – Sometimes learners with low motivation can quickly fall behind in an online course. With no fixed schedule or routine, eLearning can become difficult for people to meet specific deadlines or goals.
- **Technology issues** – It is important to lay out your technological requirements at the very beginning of your course; your learners need to have devices that are compatible with the eLearning software. Of course, there is always the risk of having technology issues when using computers so heavily, such as internet connection or power reliability.
- **Computer proficiency** – Some learners or employees may not be comfortable using computers. Even if the software is user friendly, it may be a daunting task for some. These particular learners may struggle, and would probably be more successful in a traditional classroom setting.

Creating an online course or other educational resource is a long process and involves a thoughtful partnership between you, the client, and the Learning Technologies team. We expect you to provide the content and your feedback to each step of the usual process (see the chart document below). Once we receive the analysis and the content, a project can take several months for the design and development.

## Request Information:

FULL NAME

DATE OF REQUEST

TITLE/POSITION

COMMUNITY OF CARE (IF APPLICABLE)

EMAIL

PROJECT/INITIATIVE/COURSE TITLE

HEALTH AUTHORITY

PROGRAM

VCH      PHC      FH      PHSA      FNH  
NH      VIH      IH      Other:

## General Info:

Is this part of a larger training plan or project?

Yes      No

Does the content need to be updated often?

Yes      No

Does online content currently exist provincially or within another health authority?

Yes      No

Do you have funding for this project?

Yes      No

Is this course/module part of the Regional Online Orientation (ROO)?

Yes      No

## Project Nature:

New Initiative

Pre-requisite to another initiative/program

Next generation of an existing initiative

Grant-funded

Addresses a change in policy or protocol

Other (please specify):

## Patient Education:

Could this project have a component of patient education either now or in the future?

Yes      No

## Project Type:

eLearning online course module *(please enter the number of modules needed)*Curriculum: Several online courses *(please enter the number of modules needed)*Blended learning format *(online courses, videos, print materials)*Technology *(custom website, app, simulation, virtual reality, teamsite)*

Educational video or multimedia animation

Design of print graphics or other educational materials *(job and desk aids)*

## Project Description:

Please briefly describe your request and what business problem or need will be addressed. Please include any specific deliverables and how you will evaluate.

## Key Objectives:

List the top 3 key objectives of your project.

OBJECTIVE 1

OBJECTIVE 2

OBJECTIVE 3

## Risk Assessment:

List the business, operational or patient risks if this project does not go ahead. (3 maximum)

RISK 1

RISK 2

RISK 3

## Strategic Alignment:

Please briefly describe your request and what business problem or need will be addressed. Please include any specific deliverables and how you will evaluate.

Surgical services priority: reduce waitlists & expand capacity for essential surgeries

Primary & Community Care priority: expand, enhance & improve access

Rural Health services priority: expand access & better support staff & clients

Health & Human Resources strategy: Recruit, train & take care of people

Information Management strategy: modern technology & clinical best practices

Other (please specify):

## **Audience and Stakeholders:**

Will the learner have prior experience with the subject matter?

Yes      No

Who is the targeted audience that will benefit from the course?

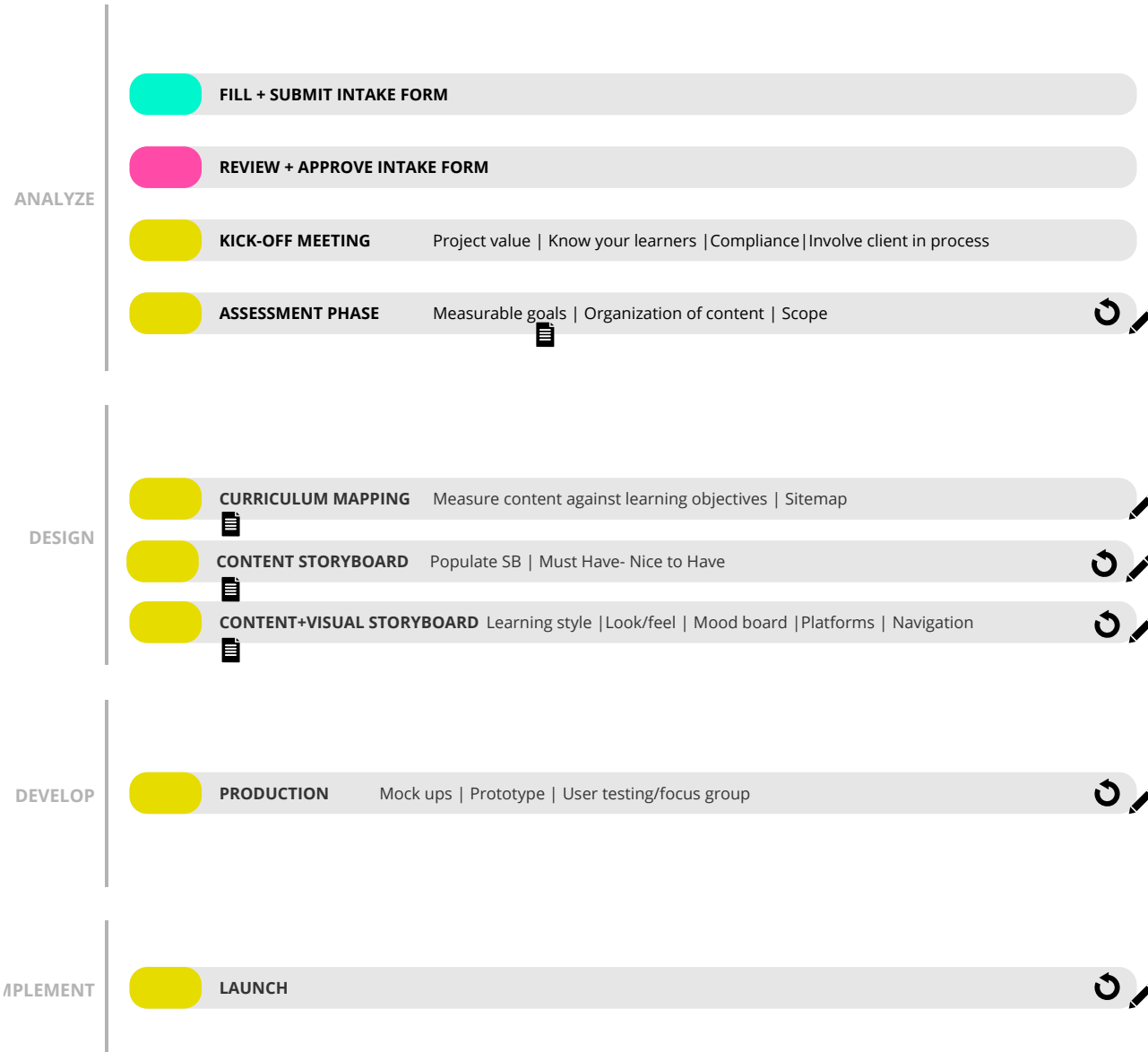
Who else will be impacted?

Who are the other stakeholders in this course?

## **Reporting:**

What kind of reporting for completion do you need?

## LEARNING TECHNOLOGIES INSTRUCTIONAL DESIGN PROCESS



### Project value

Why is the project important?  
 Define performance gaps  
 Define measurable goals  
 Define how to assess project success  
 Assess if eLearning is the best solution  
 Measure against VCH strategic goals

### Know your learners

Define who they are  
 What are their beliefs  
 What are their computer literacy  
 What is their equipment?  
 Where will they learn  
 When will they learn

### Compliance

Is it legislated by an org. or govt. body?  
 It accreditation required?  
 Type of learner tracking?  
 How is job-readiness measured?

### Involve client in process

Define project scope  
 Discuss roles and responsibilities  
 Explain the eLearning process  
 Explain timeline  
 Determine the SME

### Measurable goals

Kirkpatrick Evaluation

### Organization of the content

Must Have/ Nice to Have  
 Content Gap  
 Structure for various learning styles  
 Rhythm/flow of learning  
 - Points of assessment  
 - Content chunks  
 - Theme threads  
 Decision Making Framework (curriculum)

**Key**  
 Assessment

Sign off

Document

SME/Client

Learning Technologies

Both Parties