

New Project Request Form

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

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

PROGRAM

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?

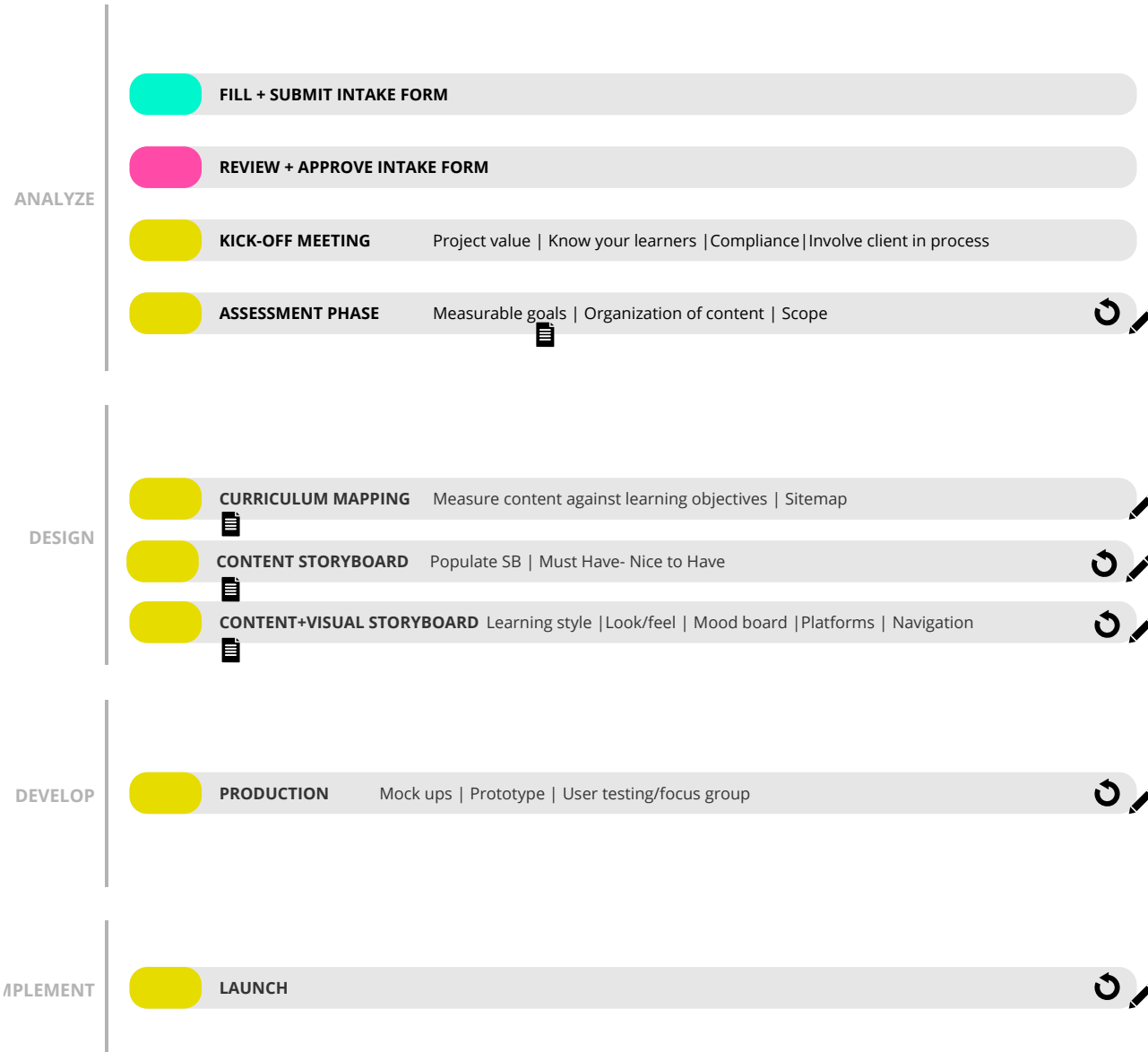
Values:

What VCH values does your project support?

-  We Care for Everyone
-  We are Always Learning
-  We Strive for Better Results

What VCH values does your project support?

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?
 Is 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