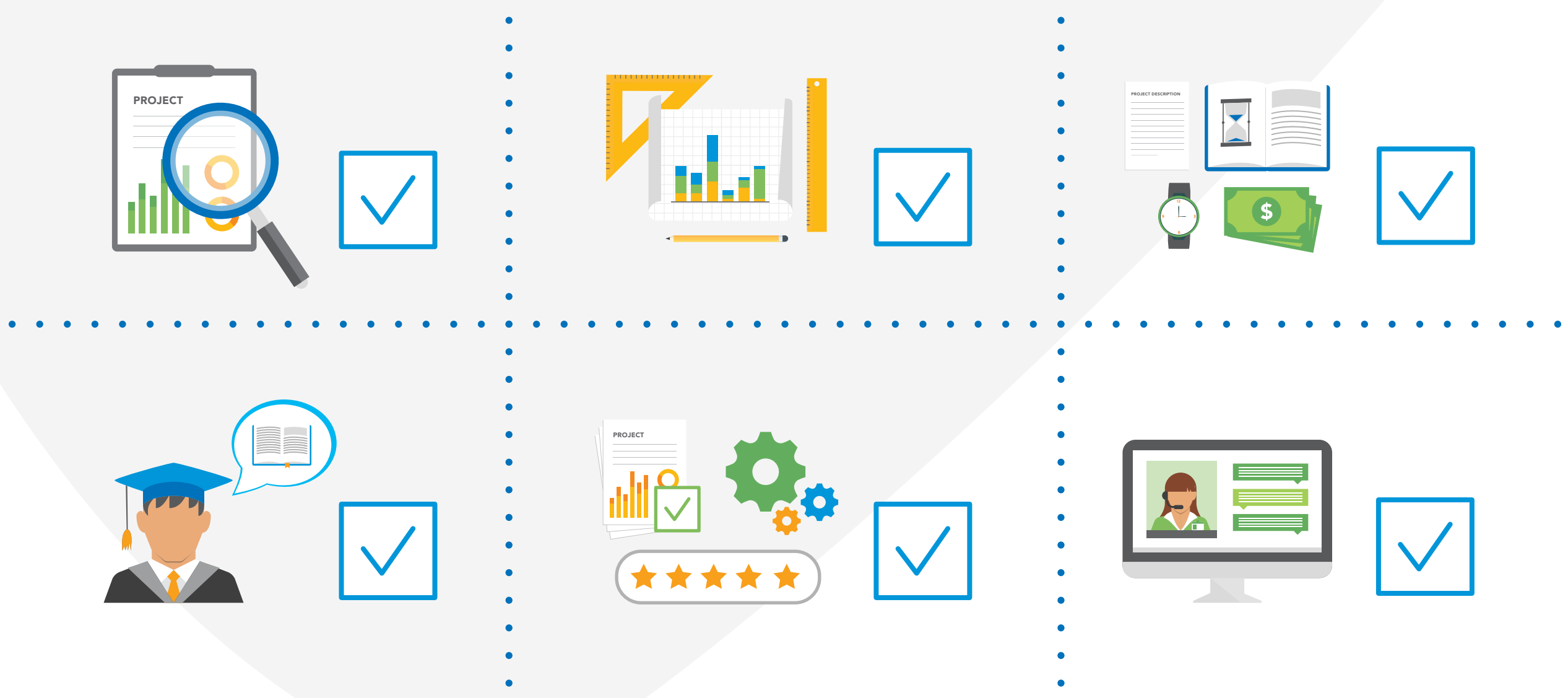


A Checklist Of Information Before You Send a Request For Proposal (RFP)



Before you send out an RFP, **have you thought about the following factors?**

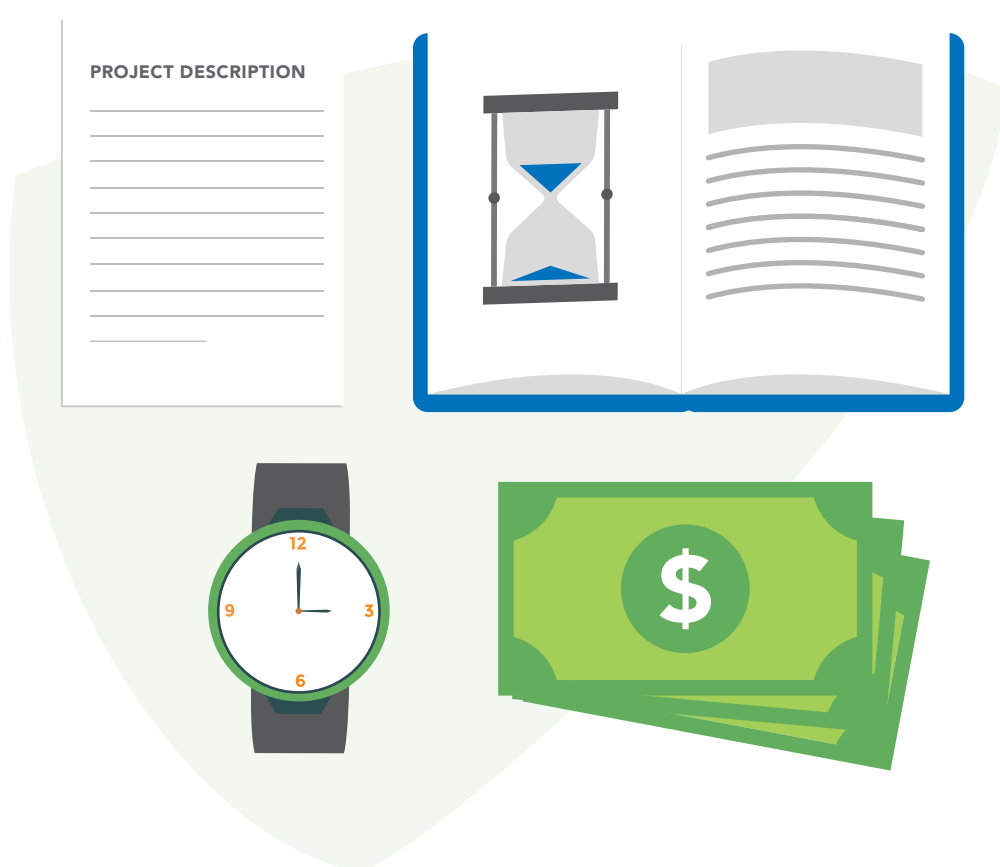
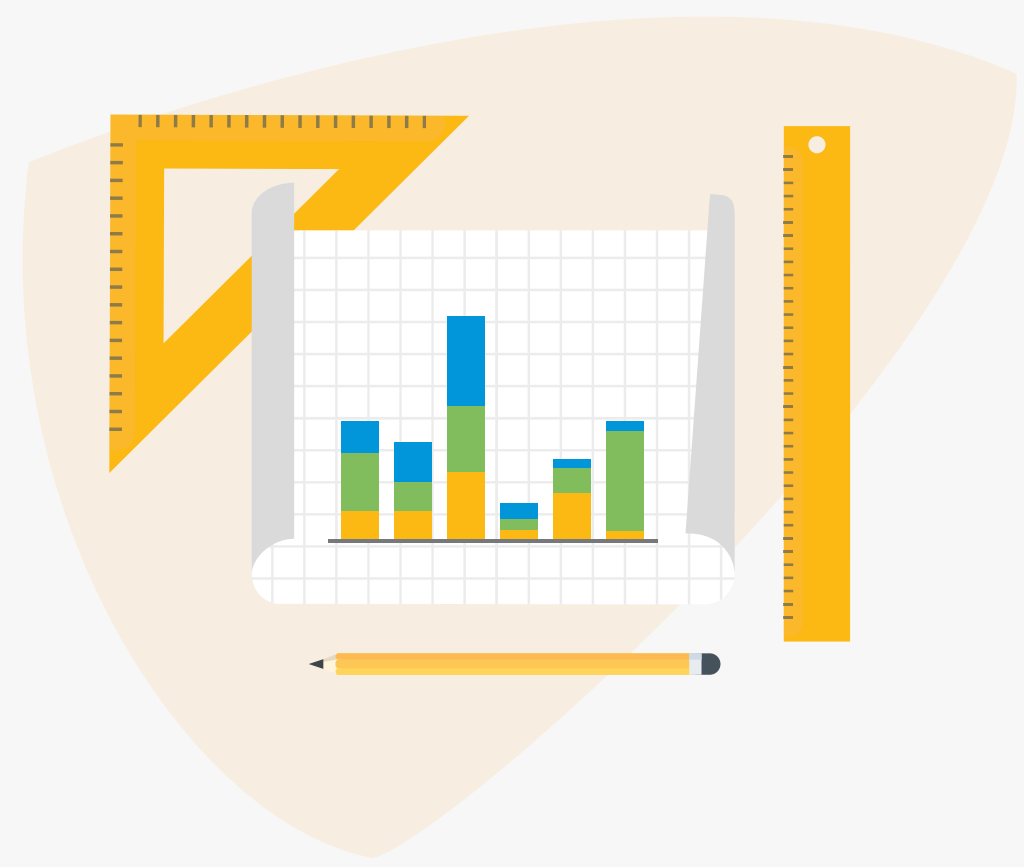


PROJECT SCOPE

- What business needs are being met?
- What information and skills should the training address?
- How will learners apply information in their jobs to improve performance?

BUSINESS OUTCOMES

- How will knowledge translate into improved business performance?
- How will the results be measured, and by whom?

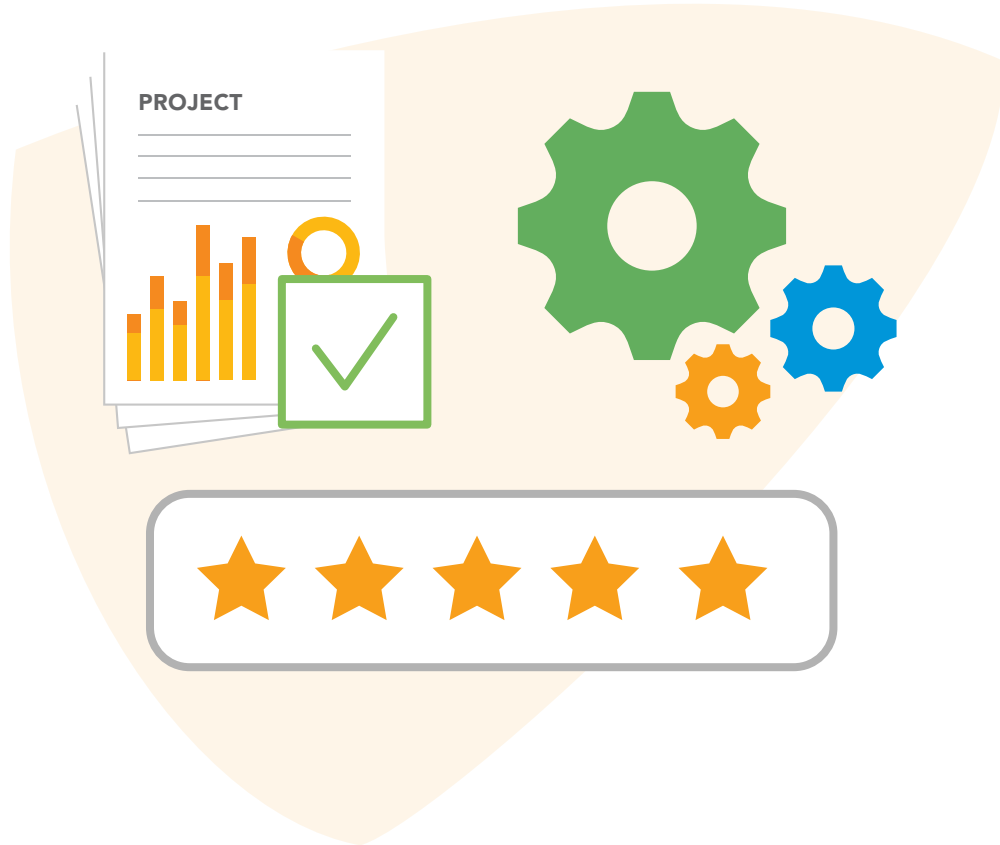


PROJECT DESCRIPTION

- What topics should be included?
- How much time will managers dedicate to learning?
- What is the timescale of the learning program?
- What is the budget?

THE LEARNERS

- Who are the target learners?
- What do they already know?
- What access to hardware and software do the learners have?
- How many learners are there, and where do they live?



THE REVIEW PROCESS

- Who needs to review and approve the materials?
- How much time will managers dedicate to learning?
- What is the process for submitting materials for review?
- How long will this take?

HOW THE TRAINING WILL BE DISSEMINATED

- Will you use an internal or external website to send out the training?
- Will you use an assessment engine (e.g. Pedagogue)?
- Will you use a virtual classroom platform (e.g. Adobe Connect), or a conference software like Webex?
- Will you send out hard copies, or electronic copies?

