



# Learning Technology Evaluation Checklist

# Setting the Stage

Each year, new learning technologies are touted as the next big thing in learning and development. Some have staying power, while others turn out to be passing fads. Even when a learning technology has a strong use case, poor needs analysis and half-baked implementation can lead to missed expectations and disappointed stakeholders.

This worksheet uses a tried and true methodology for evaluating new learning technologies. Use it to evaluate new tools and techniques, create realistic use cases, and develop an appropriate proof of concept.

## Functionality – What does it let you do?

- Create (improve method of authoring learning materials)
- Distribute (enable access to learning materials in new or easier ways)
- Assess (identify learner strengths and weaknesses through analytics)
- Enable Feedback (receive meaningful input from learners)
- Collaborate (provide methods for co-creation)
- Integrate (link tools and/or data together)
- Other: \_\_\_\_\_

## Functionality – What does it help learners do?

- Engage (motivate and inspire in a new way)
- Find and locate (access learning content at moment of need)
- Retain (commit to long-term memory)
- Collaborate (share and learn from others)
- Practice (build proficiency in a skill)
- Assess (prove proficiency)

**Give each category 1, 2, or 3 points based on the following definitions:**

1. "The learning technology is likely to create an undesirable outcome."
2. "The learning technology is likely to create an acceptable outcome."
3. "The learning technology is likely to create a very desirable outcome."

<b>Value – What’s the hype versus the actuality?</b>			
	<b>1</b>	<b>2</b>	<b>3</b>
<p><b>Usability</b></p> <ul style="list-style-type: none"> <li>• Easy and intuitive for your operators/creators</li> <li>• Integrates easily with your other tools and processes</li> </ul>			
<p><b>Usefulness</b></p> <ul style="list-style-type: none"> <li>• Engages people</li> <li>• Makes things cheaper</li> <li>• Makes things easier to do</li> <li>• Makes things work better</li> <li>• Lets us do things we couldn’t do before</li> <li>• Creates a positive image</li> <li>• Improves quality</li> <li>• Organizes information</li> </ul>			
<p><b>Risks</b></p> <ul style="list-style-type: none"> <li>• IT security (phishing, viruses, etc.)</li> <li>• IT implementation (lack of supporting technology/systems)</li> <li>• Negative “buzz” (comments that reflect on use of the new technology or company negatively)</li> <li>• It goes unused (poor implementation usage)</li> <li>• New/better technology released</li> <li>• Infrastructure not in place to support implementation</li> <li>• Unexpected costs</li> </ul>			
<b>Total Score</b>			

**Give each category 1, 2, or 3 points based on the following definitions:**

1. "The learning technology's cost is likely higher than our acceptable level."
2. "The learning technology's cost is likely at our acceptable level."
3. "The learning technology's cost is likely lower than our acceptable level."

<b>Value – What's the true cost?</b>			
	<b>1</b>	<b>2</b>	<b>3</b>
<b>True hard costs</b> <ul style="list-style-type: none"> <li>• Purchase price or subscription fee</li> <li>• Ongoing maintenance</li> <li>• Personal time to use or maintain it</li> </ul>			
<b>True soft costs</b> <ul style="list-style-type: none"> <li>• Personal time to learn or switch</li> <li>• Personal time required to make it work in YOUR environment</li> <li>• Personal time to use it and integrate into workflow</li> <li>• Personal time/desire to support it</li> </ul>			
<b>Total Score</b>			

<b>TOTAL OF ALL ROWS</b>	
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**Let's interpret your score:**

- 5 - 7** The learning technology is likely not desirable at this time for our organization.
- 8 - 10** The learning technology may be optimal for our organization.
- 11 - 13** The learning technology is likely optimal for our organization.
- 14 - 15** The learning technology is likely a critical area of need for our organization.

## Recommendation

- Conduct small pilot
- Recommend for full-scale adoption
- Re-assess in 6 months
- Ignore

## “Why” (Your elevator pitch)

Get in Touch

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