A Roadmap to Online Learning

Government agencies can save time and money with a well-planned, online learning strategy.

**START:**
**TAKE ONE MILE AT A TIME TO ARRIVE AT A SUCCESSFUL ONLINE PROGRAM**

**CREATE A BUSINESS PLAN**
Understand your reasons for going online. Does it make sense for your agency and its staff?

**GET COMMITMENT FROM DECISION MAKERS**
Leaders must fuel an online program with their time and budget.

**ORGANIZE A TEAM**
The team will design a program framework, evaluate potential solutions, and create a successful vision for the program.

**DETOUR ALERT**
Don’t let details derail team members. The focus should be on creating the program, not getting bogged down in specifics of content and staffing needs.

**DON'T LET DETAILS DERAIL TEAM MEMBERS**

**UNDERSTAND YOUR PROGRAM NEEDS**
- What is your budget? Can it grow?
- How robust is your technology infrastructure?
- Can it keep an online program passed up?

**KNOW YOUR AGENCY STAFF AND HOW TO REACH THEM**
Understand the needs of your employees and how your program will simplify learning.

**DETOUR ALERT**

**PREPARE LEADERSHIP**
Help leadership understand the value of online learning. Make a plan to address issues and concerns and get input from some stakeholders. There are numerous government agencies that use online learning to supplement programs.

**DESIGNATE A LEADER**
Use financial proof points and market data to show viability.

**START WITH ONE OFFERING AS YOUR ONLINE TEST DRIVE TO PROVE READINESS AND VIABILITY**
Evaluate the success of your pilot and look for areas that can improve.

**BE PREPARED TO LAUNCH WITH HIGH-QUALITY CONTENT**
Evaluate the success of your pilot and look for areas that can improve.

**END: A WELL-PLANNED JOURNEY LEADS TO SUCCESS**
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