

Web-Based Training Decision Support Tool

Are you ready for a Web-based delivery solution? HealthStream has developed this questionnaire to help our clients decide if their material, trainees, and infrastructure are appropriate for the Web.

Answer the following questions by circling your choice, then score yourself at the end.

Content			
Marketability: What kind of customer (internal or external) demand exists?	<i>Low</i>	<i>Medium</i>	<i>High</i>
Content stability: Is the content changing frequently?	<i>Rarely</i>	<i>Sometimes</i>	<i>Frequently</i>
Chunkability: Is the content such that it can be broken down into small granules for ease of Web delivery and update?	<i>Low</i>	<i>Medium</i>	<i>High</i>
Subject matter complexity: Is the content conducive to screen-based presentation?	<i>No fit</i>	<i>Some fit</i>	<i>Perfect fit</i>
Media complexity: is the media required (i.e. video clips) to convey the instruction viable on the Web?	<i>Not viable</i>	<i>Some compatibility</i>	<i>Compatible</i>
Supplemental materials: Does the training course require additional training materials, such as special equipment?	<i>Many materials</i>	<i>Some materials</i>	<i>No materials</i>
Format, quality, and quantity of current materials: Is the course already in a digital format (CD-ROM, PowerPoint, Word) for ease of conversion?	<i>Not digital</i>	<i>Some digital</i>	<i>All digital</i>
Availability of content experts: If the content needs to be reworked for Web delivery, do you have access to the subject matter experts?	<i>Not available</i>	<i>Some availability</i>	<i>Available</i>
Just in time training important: Do you often have to rollout new policies at a moment's notice?	<i>Not important</i>	<i>Somewhat important</i>	<i>Very important</i>
Likely content for EPSS: Is the content viable for an electronic performance support system in the future, in the form of a searchable reference, for example?	<i>Not likely</i>	<i>Somewhat likely</i>	<i>A great idea!</i>
Confidentiality: Is the content proprietary? Are you fearful of placing the content on the Internet?	<i>Very proprietary</i>	<i>Somewhat proprietary</i>	<i>Not proprietary</i>
Students			
Size of audience; number of students	<i>Less than 50</i>	<i>50-100</i>	<i>Over 100</i>
Geographically dispersed audience	<i>No</i>		<i>Yes</i>
Comfort with technology	<i>Uncomfortable</i>	<i>Somewhat comfortable</i>	<i>Very comfortable</i>
Manage surfing: Will the students be more likely to browse the Web instead of focus on training?	<i>Not disciplined</i>	<i>Somewhat disciplined</i>	<i>Disciplined</i>
Collaborative vs. independent: Do the students or does the content work better in a group or on their own?	<i>Group</i>		<i>Independent</i>
Focus: With taking browser-based training at their desks, frequent interruptions may occur.	<i>A huge concern</i>	<i>Somewhat of a concern</i>	<i>Not a concern</i>
Connectivity: Is it important to have connection with the student population over time, for follow up training or retention studies?	<i>Not important</i>	<i>Somewhat important</i>	<i>Very important</i>
On demand: Would it be helpful to have the course online to reduce trainee time away from work?	<i>Not important</i>	<i>Somewhat important</i>	<i>Very important</i>
Technology			
State of technology: What technology infrastructure already exists in your organization?	<i>We are in the dark ages</i>	<i>We know what a computer is</i>	<i>We are a high tech firm</i>
Intranet: Does your company have an existing Intranet?	<i>No</i>		<i>Yes</i>
Good use of the technology: Bottom line, do you feel you would	<i>No benefit</i>	<i>Some benefit</i>	<i>Many benefits</i>

benefit from the medium?			
Does your company allow extra software such as browser plug-ins on employee's computers?	No	Limited list	Yes
Support			
Administrative time: Are you currently spending a great deal of time manually tracking compliance and creating reports?	No time investment	Some time investment	Huge time investment
Tracking performance: Is it important to track performance across multiple groups and modules?	Not important	Somewhat important	Very important
Technical support: Does your organization have a help desk or support system in place to solve technical issues?	No support	Some support	Full support
Expertise: Does your organization have the technical skills in house to update the content rapidly?	No expertise	Some expertise	We have the skills
Site maintenance/QA: Do you have the skills in house to test and maintain the content and infrastructure?	No support	Some support	Full support
Web strategy: Does your company already have a Web business strategy where this fits nicely?	No fit	Some fit	Perfect fit

Total number of answers in each column	-----	-----	-----
Multiply by:	x 1	x 5	x 10
Total	-----	-----	-----
Add the three numbers from the line above			-----

Scoring:

0-110: Your answers indicate that you and your company are not likely candidates for a Web-based training solution.

111-190: Your answers indicate that you should consider a Web-based training solution. Although not on the high side, your score suggests that your material, trainees, and infrastructure may be appropriate for the Web.

191-290: Your answers indicate that you are a good candidate for a Web-based training solution. Your score suggests that your material, trainees, and infrastructure are likely appropriate for the Web. We strongly suggest you consider Web-based training.