

# CUSTOM E-LEARNING

## How to Get Started

Commissioning your first custom e-learning course doesn't need to be difficult. In fact, it's as easy as 1, 2, 3!



### Here we present a summary of the

# MAIN STEPS



## PREPARE

- Identify the need
- Engage stakeholders
- Check standards
- Confirm the budget
- Establish the deadline
- Who is responsible?



## DEFINE

- Aims and objectives
- The content
- Learner needs
- Scope and deadline
- Delivery platform
- Global/translations
- Project team
- Success
- **Write an RFP**



## SELECT

- Identify suppliers
- Issue RFP
- Evaluate submissions
- Shortlist
- Face-to-face presentations
- Select your supplier
- **KICK-OFF** your first project

**We hope you've found this overview helpful. Need more help?  
We'd love to hear from you. Get in touch with us...**