



**Projects On Time and On Budget  
(PRONTO)**  
**Technology Enhanced Learning Policy  
Checklists Number 1 - 6**

# Foreword

The **PRONTO Checklists** have been developed as part of the Erasmus+ project called **Projects on Time and on Budget (PRONTO)**. The checklists provides a set of tools that can be used to develop and implement your own Technology Enhanced Learning Strategy.

All the **PRONTO resources** – the **PRONTO app**, **PRONTO Learning Journeys**, **PRONTO Tools** and **PRONTO Case Studies** can be used as standalone resources or together, leading to substantial improvements to business processes, systems, performance, productivity, and performance.

**Technology Enhanced Learning (TEL)** is the application of digital technology to teaching and/or learning in an educational context. The aim of TEL is to maximise learning through using technology. Implementing TEL opens opportunities for new, flexible ways of teaching and learning.

<https://pronto-project.eu>



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# Checklist 1: Motivation for Implementation of TEL Strategy

Tick (\*) the column in which is most applicable to your institution.

**1 = Not important, 2 = Important, 3 = Very Important 4 = Essential**

The implementation of TEL will aid in:	1	2	3	4
Impact on skill/knowledge development of students				
Increased financial benefits such as reduced costs				
Greater accessibility for students, teachers, and others				
Increased independence such as enabling self-directed learning				
Qualitative and quantitative improvements such as grades and attainment				
Improved and faster feedback to learners				
Increased flexibility and learning styles				
Improved teaching practices				
Increasing the variety of resources such as videos, simulations, and gaming				

## Checklist 2: Vision and Business Case for TEL

1 = Not important, 2 = Important, 3 = Very Important 4 = Essential

Why do you want to implement or further develop the use of TEL into your organisation?				
I believe the implementation or further development of TEL in my organisation will help to:	1	2	3	4
Increase technology use by students in preparation for their working lives (developing familiarity, skills, etc.)				
Achieve financial benefits for the institution (e.g. increasing student numbers, reaching new target audiences, etc.)				
Increase accessibility for students who would not be able to attend conventional classroom sessions (due to location, disability, or work/ domestic commitments, etc.)				
Change the environment in which educational activities can be undertaken to increase flexibility for students in terms of where, when, and how they study				
Provide students with additional opportunities to communicate with teachers, support staff and fellow students				

**Notes:**

<b>I believe the implementation or further development of TEL in my organisation will help to: (continued)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Provide opportunities for students to access books, journal articles and other resources (texts, sound recordings, still and moving pictures) in digital format from a variety of sources and locations				
Enable students to become self-directed learners				
Ensure greater consistency in the quality of teaching and availability of resources				
Enable feedback on learning activities and assignments to be provided more rapidly to students				
Increase flexibility for teachers in terms of where and when they teach and assess				
Improve the teaching practices of staff (e.g. increasing learner engagement through active, student-centered learning)				
Improve student learning outcomes (e.g. quantitative improvements such as higher marks or grades achieved)				
Improve student learning outcomes (e.g. qualitative improvements such as a deeper understanding, and improved application of knowledge to real-world situations)				

## Checklist 3: Embedding and Aligning TEL with Existing Policies

Questions and Considerations	Responses and Answers
How can you alignment TEL with your organisation's mission and existing policies and strategies?	
How will your TEL strategy support teaching and training?	
How will your TEL strategy support learning and skill development?	
How will your TEL strategy support assessment?	
How will your TEL strategy support quality assurance?	
How will your TEL strategy support teacher/trainer professional development?	
How will your TEL strategy support administration and record management?	
How will your TEL strategy support communication with students and teacher/trainers?	
How will your TEL strategy with meeting the requirements of accreditation bodies?	

**Notes:**

## Checklist 4: Creating a Cross Functional TEL Team

Questions and Considerations	Responses and Answers
Do your teacher/trainers support the implementation and development of TEL? To what extent? What are their main reservations?	
How much experience do your teacher/trainers have in using technology for teaching and learning?	
Which teacher/trainers would be interested in being part of the cross functional team to develop your TEL plans?	
How committed is your management to providing support and the resources to implement and develop your organisation's TEL strategy?	
Which managers would be interested in being part of the cross functional TEL team? Who will be the project lead?	
Does your organisation have the appropriate equipment to implement and develop your TEL strategy? What new equipment is required?	
Do you have the appropriate finances to implement and develop your TEL strategy? (e.g. software, hardware, web platforms, IT support)	
How ready are your students in terms of embracing TEL?	
What kind of experience do the students already have in using various technologies for learning? What are areas for improvement?	
What levels of access do your students have computer equipment? What support might they need?	



Questions and Considerations	Responses and Answers
How will you engage and support students as part of your TEL strategy?	
What other do you need to consider when implementing and developing your TEL strategy? (e.g. administration, governors)	
How will your TEL strategy support the organisation's curriculum and learning goals? Is this true for every study?	
Do you have the appropriate number and experienced IT professionals to help build, design, develop, implement, maintain, and upgrade your TEL strategy?	
Will you implement a single organisation-wide system or separate systems for each site, faculty, or department? How will this be managed?	
Are there other stakeholders that could be involved in the cross functional TEL team? If so, what support can they give and what support do they need?	
Who needs to be involved in the review, revision, and implementation of policies and procedures so that the TEL strategy can be effectively implemented?	
What kind of evaluation and feedback systems are in place to assess the TEL strategy? And what action will be taken to implement feedback?	



# Checklist 5: TEL Project Plan

1. **Name of Project:** <insert name>

2. **Project Manager:** <insert name>

3. **Proposed Start:** <insert date>

4. **Proposed End:** <insert date>

5. **Background:** <insert a description of the background and purpose of the project including any history of events and a summary of any current system that is to be replaced/developed>

6. **Business Case:** <insert a description of how this project supports the Business Plan/objectives and other plans. Describe the key benefits of the project and explain the reasons for the selection of the chosen solution>

## 7. Project Objectives and Scope

<insert a description of 2 – 3 options considered for the project including ‘doing nothing’ and doing the minimum>

- **Project Objectives:** <insert an explanation of what the project needs to achieve in terms of performance and quality, budget, and time from conception to completion. Describe what will be in place once the project is completed>
- **Project Scope:** <insert a statement defining the scope of the project. Define any boundaries and/or dependencies with other projects>
- **Define:** <insert any exclusions from the scope, constraints on the project (e.g. resource availability), Interfaces to other projects and/or systems and dependencies on other projects or parts of the business>

8. **Project Deliverables:** <insert a statement listing the key deliverables (i.e. products) of the project. Where possible, indicate the responsibilities for delivering the products (e.g. supplier, user etc), expected timescales and any approval requirements>

**9. Project Approach:** <insert an explanation of how the project will be organised in terms of stages and product delivery. Identify any standard process models that are to be used for stages of the project such as using the IPEC Methodology>

**10. Project Schedule:** <insert an overall schedule for the project providing a high-level view of the stages and the timescales of the project such as:

Activity	Jan YY	Feb YY	Mar YY	Apr YY	May YY	Jun YY	Jul YY	Aug YY	Sep YY	Oct YY	Nov YY
<insert activity1>											
<insert activity1>											
<insert activity1>											

**11. Organisation- Roles and Responsibilities:** <insert short description of key project roles and responsibilities>

**12. Communications and Engagement:** <insert a description of the project approach to communications and engagement. Identify all interested parties, the types of information they require, the mechanisms and frequency of communications. Include internal project communications and communications to external parties>

**13. Resource Requirements:** <insert an explanation of the expected resource requirements for the proposed project>

**14. Project Costs:** <insert an outline of the anticipated costs of the project>

**15. Project Quality:** <insert a statement of any standards or ways of working that need to be met. Identify any quality reviews or audits to be conducted and who will be responsible for conducting them. Define and management processes needed to support the project>

**16.Risks:** <insert a statement of key general risks of implementing the project, of not addressing the problem or from seizing the opportunity>

No.	Risk and Mitigation	Impact (1-5)	Likelihood (1-5)	Overall Exposure (Impact x Likelihood)
1	<insert risk and plan>			
2	<insert risk and plan>			
3	<insert risk and plan>			

**17.Cost:** <insert a statement of broad costs of setting up and delivering the project as well as ongoing costs>

**18.Timescales:** <insert a summary of the Project Plan with general timelines for each main phase – potentially including a Gantt Chart>

**19.Assessment of Effectiveness:** <insert a statement of the criteria to be used to assess the effectiveness of the project>

# Checklist 6: My TEL Strategy

## 1. Organisation Vision

<insert your own vision for TEL>

## 2. The Business Case

<insert your own business case for TEL>

## 3. Development Priorities

<insert your own development priorities for TEL>

## 4. TEL – Strategic Alignment

<insert your own plans to align your TEL strategy with other procedures>

## 5. TEL Team

<insert your who will be in your TEL team>

## 6. Technological Infrastructure

<insert your plans for using digital technology for your TEL strategy>

## 7. Curriculum and Learning Content

<insert etails about which courses/curriculum will be used>

## 8. Professional Development

<insert you're your plans to support trainers/teachers in using TEL>

## 9. TEL Project Implementation

<insert your TEL project plan>

# Going Forward

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It is recommended that before embarking on your TEL project, you 'begin with the end in mind'. Effective TEL projects start with detailed planning and being clear on the scope and benefits of the TEL strategy.

The PRONTO methodology provides a set of TEL planning tools that you need to develop a TEL strategy. The other PRONTO resources, tools and templates can then be used to help you to plan, implement, and evaluate your TEL project.

The PRONTO app (<https://pronto-project.eu/>) will enable you to engage not only your TEL project team, but also the teacher/trainers, students, administrators, and managers that will be using your TEL strategy.

## Top Tips:

**# 1 Embrace multiple technologies as part of your organisation's TEL strategy, rather just a single digital solution.**

**# 2 Take time to analyse and plan your TEL project BEFORE you start.**

**# 3 Make everyone in your team a TEL champion – be a true leader!**

**# 4 Start small and make lots of small wins rather than going for a complete organisation-wide win in one GIANT LEAP.**



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Right First Time

# Notes & Comments:

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