**Learning Tool Pilot Checklist**

 **Prepare**

* Research many different tools based on both real and perceived needs
* Form a cross-functional pilot team that includes instructional, technical, and functional expertise; course/subject-matter expertise; and support
* Consider organizational culture and risk tolerance in pilot design
* Identify evaluation criteria up-front (this is important!)



**Implement**

* Try the tool before committing to determine fit for purpose (don’t be afraid to back-out)
* Attempt to use built-in vendor integrations (for example, with your LMS) and interoperability features such as Learning Tools Interoperability (LTI) to accelerate installation and adoption
* Use a separate test and production environment to avoid surprises
* Focus pilot efforts in one course to start
* Adequately monitor and support the tool through normal channels
* Seek vendor support during pilot to evaluate responsiveness

**Evaluate**

* Use surveys and usage data provided by the vendor to evaluate against original criteria
* Hold a debriefing meeting to learn from the experience
* Determine whether to discontinue, continue iterating to improve design, or launch broadly
* Determine if A / B testing in future terms could be appropriate



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EDUCAUSE ELI Conference 2016