Gather all potential costs, include direct and indirect costs of each method being evaluated for 2 years. Here are some line items to consider:

- Course development
- Programming time
- Maintenance and tracking
- Printing
- LMS
- Registration
- Website maintenance
- Instructor salary/labor
- Classroom supplies
- Travel for learner and trainer
- AV purchase/rental
- Software licensing
- Meals/refreshments
- Room rental
- Technology rental
- Video scripting, editing
- Need for expert developers
- Procurement process
- Training on new software for developers

Determine total learning hours by multiplying the total duration of the course by the number of learners who will take the course over 2 years.

By method, add all training costs and divide by the total learning hours. This will get the program’s cost per learner.

Compare these when making a decision on the investment.

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4. Compare these when making a decision on the investment.

What are your needs?
Check all that apply so that you can fully understand the benefit you want to see as a result of a change:

- Respond to limitations during and after a pandemic.
- Decrease the need for a large travel budget.
- Provide contingency during extreme weather.
- Train safely during regional conflict or political unrest.
- Alleviate strain on staff to travel to train and be trained.
- Scale training quickly to expand reach.
- Increase the reach and availability of your training.

Get to know the different learning environments:
### Converting Classroom Training to the Virtual Environment

#### Needs Analysis Tool

**Delivery Methods:**

Use this table to determine which delivery method is best for your needs. Circle the answer to each question, based on your situation. The column with the most circles is your solution. If your answers are mixed, likely a choice of blending both the live online learning and self-paced learning may be your best option.

<table>
<thead>
<tr>
<th>Needs Analysis Questions to Ask</th>
<th>Live online</th>
<th>Blended</th>
<th>Self-paced</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often does the course need to be offered?</td>
<td>Occasionally</td>
<td>Fluctuates</td>
<td>Frequently</td>
</tr>
<tr>
<td>How often does the course content change?</td>
<td>Frequently</td>
<td>Occasionally</td>
<td>Content is stable</td>
</tr>
<tr>
<td>How important is consistency in message and delivery?</td>
<td>Flexibility and customization are important</td>
<td>Minor customization may be needed per audience</td>
<td>Consistency is critical</td>
</tr>
<tr>
<td>Is the focus of the course to build skills, increase knowledge, or change attitudes?</td>
<td>Build skills</td>
<td>Change attitudes</td>
<td>Increase knowledge</td>
</tr>
<tr>
<td>How important is the skill assessment and application?</td>
<td>Very important</td>
<td>Important for specific parts of content</td>
<td>Not very important</td>
</tr>
<tr>
<td>To what extent does the learner need access to an expert to understand the content?</td>
<td>Experts need to answer questions</td>
<td>May require so expert assistance</td>
<td>Expert intervention is not needed</td>
</tr>
<tr>
<td>How much collaboration or discussion do learners need to learn?</td>
<td>Much</td>
<td>Some</td>
<td>None</td>
</tr>
<tr>
<td>Do learners need a certain number of hours of training to meeting a requirement?</td>
<td># of documented hours is critical</td>
<td>A range of time is okay</td>
<td># of documented hours is critical</td>
</tr>
<tr>
<td>How much time can a learner spend at one session, in total, and at set times?</td>
<td>Lifestyle and work schedule determines when and for how long</td>
<td>Flexibility is needed to allow for varying schedules</td>
<td>Varies</td>
</tr>
<tr>
<td>How comfortable are the learners with the technology?</td>
<td>Some hand-holding may be needed</td>
<td>Can flex between different modes</td>
<td>Can access and navigate technology</td>
</tr>
<tr>
<td>How much time is available before the course needs to be launched?</td>
<td>Short (3 weeks to 4 months)</td>
<td>Medium (3-5 months)</td>
<td>Medium - Long (4+ months)</td>
</tr>
<tr>
<td>How open are the content owner, designer and other stakeholders to change from classroom-based to virtual training?</td>
<td>Not very open</td>
<td>Somewhat open</td>
<td>Open</td>
</tr>
</tbody>
</table>