

Below is the “Checklist for Developing a Savvy E-Learning Proposal.” Use this checklist to help ensure that the proper elements are included in your proposal and that you have made the proper considerations before writing the proposal.

### Checklist for Developing a Savvy E-Learning Proposal

*When creating an e-learning proposal, you want to make sure that it includes certain elements that will be effective in securing the work. This checklist will help you to remember what you need to include.*

- |                                                                                                                                                                                 |                              |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Have you identified the business need driving the request for e-learning?                                                                                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you discussed possible solutions with your potential client before writing the proposal?                                                                                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you analyzed the client's corporate culture to determine the best methodology to for implementing this e-learning solution or for developing the solution with the client? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you conducted a preliminary analysis of the issue facing your client?                                                                                                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the proposal carefully describe the process you will use to create the e-learning?                                                                                         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the proposal clearly defined deliverables in terms of content and time frame?                                                                                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the proposal define the overall timeframe for the project?                                                                                                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the proposal defined measurable outcomes that the client agrees will indicate success?                                                                                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |