# Digital skills programme checklist

This checklist gives you an idea of the steps involved in running a digital skills programme and links up some of the resources in this toolkit that may help you **develop, plan, design, deliver and evaluate** your programme. Why not tick things off as you complete them?

## Research and development

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| Task | Tick when completed |
| Gather your organisational strategy, internal documents, and best practice guides. Use them to help shape your programme. |  |
| Get your project team together. Use our top tips to help structure the scoping discussion. |  |
| Identify potential risks and plan how you’ll manage them. |  |
| Map out the sessions and topics you want to cover.  |  |

## Planning

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| Task | Tick when completed |
| Give your programme a name. |  |
| Consider logistics. Includes roles and tasks, session formats and timings.  |  |
| Create your digital scale and compile your survey.  |  |
| Send the survey out to all staff, volunteers and trustees. |  |
| Plan your internal comms. Consider digital champions to help engage staff across your organisation. |  |
| Analyse survey results and plot individuals on your scale. |  |
| Create an attendance record. Include attendance and engagement levels. Interesting survey findings or results can be tracked here too. |  |

## Delivery

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| Task | Tick when completed |
| Taking survey results into account, decide on a final list of sessions. |  |
| Identify your session leads and complete an outline for each session. |  |
| Create session content. |  |
| Run pilot sessions to test the format and content. Refine as necessary. |  |
| Schedule sessions, set up a booking system and invite people to attend. |  |
| Start running your sessions and collect feedback as you go. |  |
| Send attendees follow up emails, schedule new sessions, log attendance, record and review feedback. |  |

## Monitoring and evaluation

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| Task | Tick when completed |
| Plan your six-month review. |  |
| Compile a follow-up survey and send out to all staff. |  |
| Analyse data and write a six-month review report. |  |
| Share findings and update everyone with any changes to the programme. |  |
| Repeat this process after 12 months. |  |
| Create a plan for sustaining your skills programme. |  |
| Continue running sessions and track digital progress. |  |