

LEARNING PROGRAM DELIVERY CHECKLIST

INTERNAL COMMUNICATION

Where is my team currently communicating with each other?

What's in your internal communication stack?

Can you name two synchronous and two asynchronous methods of communication your team currently uses?

If you had to trial a system tomorrow - who would you invite into a trial run?

What internal or low-stakes project would you try to build out?

Notes:

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FLOW OF INFORMATION

Flow of Information- Try mapping out one of your own processes visually!
Remember to mark what information is:

Team Initiated

Client Initiated

Historical Information

DEADLINES & BUDGETS

What are three explicit deadlines in my existing programs?

What are three implicit deadlines in my existing programs?

Who on my team can I connect with for quarterly budget audits?