

DIGITAL READINESS CHECKLIST



Test the digital readiness of your institution in less than 15 minutes

- Evaluate your current culture, technology, processes and infrastructure to prioritize investments and initiatives.
- Understand where current strengths and gaps lie within your institution to best create an institution-wide digital culture.
- Get in touch with us to receive tailored next steps for implementing a successful digitalization strategy in your learning center.

EACH TIME YOU TICK 'YES' COUNT 1 POINT



CULTURE ASSESSMENT

Our faculty and staff is willing and able to understand digital technologies, software integrations and analytical analysis.

Our IT team is heavily involved and has a strong understanding of our Operational Technology environment.

Our institution has a budget for digital transformation.

Our team is currently evaluating predictive analytics and/or machine learning solutions to optimize our program/service offering.

Our institution has digital transformation experts in-house driving change.



PROCESS ASSESSMENT

Our institution has adopted a mobile-first approach.

We have automated and consistent processes across our institution for data acquisition.

Our data infrastructure is centralized and connected in a manner that allows us to correlate data across applications to drive insights and actions to improve decision making.

Our institution has defined corporate standards around data acquisition, data infrastructure, and enabling data-driven decisions.

Data, analytics, APIs, machine learning and other technologies are being used to reinvent processes in our institution - with the goal of lowering costs, reducing course design times, or increasing quality.

Yes	No	Comments
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TECHNOLOGY ASSESSMENT

Our institution has a flexible IT system which support rapid change.

We use digital learning tools to foster interaction between the student and the course materials.

Our current software applications allow us to contextualize, visualize, and provide analytics on performance data to maximize operational improvements.

Our institution periodically reviews technology to test suitability.

Our institution has identified which parts of the organization need to be digitalized.

Yes

No

Comments



INFRASTRUCTURE ASSESSMENT

All of the steps in our institution's administrative value chain are automated.

Our institution has invested in smart infrastructure that allows us to collect real-time and historical data.

Our data architecture has advanced to include cloud, edge, and hybrid solutions.

Our institution has the infrastructure to offer education continuity if all programs must suddenly switch to remote online learning.

Our institution has a secured infrastructure which is protected from possible data breaches and hacks.

Adapted from North Virginia Community College Technology Applications Center (2011)

DIGITAL READINESS SCORE :

/20

WHAT DOES YOUR SCORE MEAN?

- Less than 5 points - Get in touch with us today for specialized support to guide your institution through each stage of digital transformation.
- 10 - 15 points - You're on the right track! Don't give up now, contact our digital transformation experts to reach the next level of digital maturity.
- More than 15 points - Congratulations! You're on your way to digitalization, but speak to our digital transformation experts to get specialized advice and support.

[Sources, references and inspirations](#)

Discover more actionable insights and templates to accompany your transformation

[Download our
INVEST IN EDUCATION
Toolkit](#)