

CHECKLIST – ESSENTIAL FEATURES FOR ILT MANAGEMENT

ILT is fundamentally different from e-learning: it involves more complex back-office processes and a wider range of resources, but is also much more effective in terms of retention. This checklist is intended to guide you through the features needed to improve the efficiency of your instructor-led training activity, and help you assess the performance of your current technology in each domain.

LOGISTICS FEATURES	Absent	Partial	Complete
<input type="checkbox"/> Course Scheduling			
<input type="checkbox"/> Graphical schedule with drag-and-drop capability			
<input type="checkbox"/> Visibility over session occupancy rates and color-coding of sessions for status tracking			
<input type="checkbox"/> Easy access to session information from the main schedule			
<input type="checkbox"/> Resource management			
<input type="checkbox"/> Capability to integrate and schedule any type of resources in the system			
<input type="checkbox"/> Multiple and highly flexible timeline and agenda views to monitor sessions, instructors, venues and resources			
<input type="checkbox"/> Built-in conflict-management			
<input type="checkbox"/> Global visibility over resource usage rate			
<input type="checkbox"/> Registration management			
<input type="checkbox"/> Streamlined process for registrations, waitlists, and cancellations			

ADMINISTRATIVE FEATURES	Absent	Partial	Complete
<input type="checkbox"/> Automated administration			
<input type="checkbox"/> Full-web portal accessible anywhere by managers and administrators			
<input type="checkbox"/> Real-time collaboration through shared dashboards			
<input type="checkbox"/> Easily create and send administrative documents (training agreements, attendance sheets...) to multiple audiences			
<input type="checkbox"/> Ability to store, track, annotate and retrieve documents in the system			
<input type="checkbox"/> To-do list consolidation			
<input type="checkbox"/> Ability to define and track all tasks needed before and after each training session			
<input type="checkbox"/> Global support			
<input type="checkbox"/> Multi-language and true multi-currency support (exchange rates integration)			
<input type="checkbox"/> Integration of state, country and industry training regulations			
<input type="checkbox"/> Visibility over the activity at different levels: enterprise-wide as well as broken down by countries or business units			

FINANCIAL & PLANNING FEATURES		Absent	Partial	Complete
<input type="checkbox"/>	Real-time cost tracking			
	Access to precise cost-breakdown per session as opposed to per learner.			
<input type="checkbox"/>	Most ILT-related costs are fixed costs (rooms, instructor fees...) which need to be amortized, hence this requirement			
<input type="checkbox"/>	Computation of effective costs based on actual resource usage and participant attendance			
<input type="checkbox"/>	Tracking of expenses for each performed training action and consolidated computation of training expenses			
<input type="checkbox"/>	Training plan management and certification tracking			
<input type="checkbox"/>	Forecasting of future training volume and anticipation of training needs by employee, population, project or training course			
<input type="checkbox"/>	Ability to plan future training for individuals whose identity is yet unknown (eg. new hires)			
<input type="checkbox"/>	Ability to arbitrate the forecast expenses to fit in allocated budgets			
<input type="checkbox"/>	Ability to monitor training compliance with industry, state and country regulations, and integrate it in the training plan			
<input type="checkbox"/>	Budget planning and optimization			
<input type="checkbox"/>	Direct transfer of validated forecast requirements into operational waitlists			
<input type="checkbox"/>	Consolidated computation of the budget associated with the forecast training plan			
<input type="checkbox"/>	Tracking of remaining budget and proactive comparison of actual expenses with the forecast			
<input type="checkbox"/>	Ability to monitor the budget with your own indicators and break it down by cost category			

REPORTING FEATURES		Absent	Partial	Complete
<input type="checkbox"/>	Real-time KPI			
<input type="checkbox"/>	Unified, shared database updated in real-time, including relevant KPIs consistent with industry best-practice			
<input type="checkbox"/>	Customizable dashboards to include business specific insights			
<input type="checkbox"/>	Fully customizable reports			
<input type="checkbox"/>	Native, fast and intuitive reporting tool using real-time data			
<input type="checkbox"/>	Extensive data structure easily accessible with drag and drop to create customized reports			
<input type="checkbox"/>	Unlimited data refinement capability with all system fields readily available for extraction (eg, breakdown by learner profile or business unit)			

Looking to integrate all your Instructor-Led Training processes?

*Training Orchestra is a leader in **Training Resource Management System**, providing an integrated full-web solution to help L&D Departments optimize training budgets, increase productivity and collaboration, and improve resource management. The solution covers the whole training process: logistics, administration, finance and reporting.*

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