

Digital capability checklist for organisations

This is a checklist for change agents who are working to develop digital capabilities across an organisation. It covers a range of issues that are investigated in more detail through the Jisc **Digital capability organisational audit**. The checklist can be used by an individual or a team to assess priorities for development. Any one of these twelve questions can be explored further by reference to the audit.

For more information on all related resources please see the Building digital capability project page – <http://ji.sc/building-digicap>.

1. What do you hope to achieve by completing this checklist?

Issues to consider:	
<ul style="list-style-type: none"> » What are your responsibilities for digital capability? » What digital capability project(s) or initiative(s) are you working with and what are their goals? » What stakeholders do you represent or consult with, and what would they say? » Who could benefit? 	

2. How well do current strategies and leadership roles support the development of digital capabilities?

Issues to consider:	
<ul style="list-style-type: none"> » Do you have a strategy for digital capability (or similar) and is it linked to real resources and activities? » Do other strategies support digital capabilities? » What leadership roles include responsibility for digital capabilities? » Is there a coherent vision or framework? 	

3. How well are digital capabilities supported across the organisation?

Issues to consider:	
<ul style="list-style-type: none"> » How effective are: <ul style="list-style-type: none"> › general IT support › support for Bring Your Own Device (BYOD) › support for digital technologies in learning, teaching and assessment settings › support for access and inclusion, information literacy, e-safety? » What training and development opportunities are there for staff/students? » What self-accessed resources? » How is support coordinated and signposted? » What opportunities are there to experiment with digital tools in a supported way? 	

4a. How well does the digital environment support digitally capable staff and students?

Issues to consider:	
<ul style="list-style-type: none">» How fit for purpose are:<ul style="list-style-type: none">› choice and support for BYOD› quality of fixed computing and classroom tech› learning and teaching spaces› data and information management› inclusive access› mobile optimisation› device and data security› networks› sign-on and security› currency of software and systems» How are staff/learners with different needs involved in planning the digital environment and infrastructure?	

4b. How well does the digital environment support innovation?

Issues to consider:	
<ul style="list-style-type: none">» Is digital infrastructure robust, reliable, flexible, consistent, accessible, inclusive, balanced between security and risk, regularly reviewed with regards to emerging technologies and future requirements?	

5. How well is the organisation developing (specialist) digital expertise?

Issues to consider:	
<ul style="list-style-type: none"> » What types of digital expertise are needed to meet strategic goals (technical, educational, legal, ethical, scholarly, professional etc)? » Where are new kinds of expertise emerging (eg in teaching, research, information and data services, communication, administration, student services)? » How is expertise recruited for and/or developed? » How is it recognised and rewarded, shared and cascaded? 	

6. How well is the organisation supporting teaching staff to develop their digital capabilities?

Issues to consider:	
<ul style="list-style-type: none"> » Initial and continuing professional development » Workshops » Course design interventions » Online resources » Opportunities to share digital practices formally and informally » Recognition and reward » Internal and external quality reviews. 	

7. How well are digital capabilities integrated into the curriculum?

Issues to consider:	
<ul style="list-style-type: none"> » Digital expertise in curriculum teams » Curriculum framework(s) requiring consideration of digital outcomes » Use of appropriate pedagogies » Support for alternative modes of participation » Learning design » Accessible and inclusive design » e-assessment » Support in classroom settings and online 	

8. How well is the organisation supporting the digital learning experience?

Issues to consider:	
<ul style="list-style-type: none"> » Support for classroom technologies » Support for access and inclusion » Hire/purchase/loan schemes for learners to access digital devices » Student dashboard and use of learner data » What learners with different needs say about their digital experience (eg Student digital experience tracker findings (http://jii.sc/dstrackerreport) feedback from other surveys). 	

9. How well is the organisation supporting digital scholarship and innovation?

Issues to consider:	
<ul style="list-style-type: none"> » Research environment » Support for digital copyright and IPR » Support for open and public scholarship » Influence of digital scholarship on research impact » Subject specialist requirements » Researcher development » Support for digital enterprise and innovation » Centres of digital excellence 	

10. How well is the organisation supporting content and information management?

Issues to consider:	
<ul style="list-style-type: none"> » Information infrastructure and governance » Developing the expertise of library and information professionals » General data/information/content management skills » Expertise in analytics and metrics 	

11. How well is the organisation supporting digital communication and media?

Issues to consider:	
<ul style="list-style-type: none">» Organisational web presence and social media policy» Internal communication systems and practices» General skills in digital communication and reputation management, policies on respectful, inclusive digital communication	

12. Overall assessment: what are your Strengths, Weaknesses, Opportunities and Threats?

Issues to consider:	
<ul style="list-style-type: none">» Overall, what steps do you need to prioritise to capitalise on your strengths and opportunities, and minimise the impact of your weaknesses and threats?» What are your priorities over the next year, three years, and five years?	