

12.1 | Analyze: Existing Resources Survey

Use this survey to identify existing resources (course material, documents, etc.) that are relevant to the proposed instruction or provide background information, enhance the instruction, or provide a source of text or images.

Items Specific To Proposed Instruction

Content outline, textbooks, articles, other readings;

- ☐ Previous version(s) of the proposed instruction (presentations, documents, exercises, quizzes, etc.);
- ☐ Video- or audio-taped recording of a previous, related workshop or course;
- ☐ Lecture or presentation transcripts or instructor notes;
- ☐ Discussion questions & notes;
- ☐ Existing course goals or learning objectives;
- ☐ Existing job aids, equipment, or materials lists;
- ☐ Task formulas, algorithms, heuristics, or instructions;
- ☐ Case studies or scenarios;
- ☐ Prerequisites for learner prior knowledge/experience;
- ☐ Knowledge, skills, or competencies for outcomes;
- ☐ Desirable attitudes and professional ethics;
- ☐ Desirable interpersonal skills to acquire or develop;
- ☐ Desirable self-management or organizational skills;
- ☐ Evaluation reports and course evaluations;
- ☐ Observations from previous instructors;
- ☐ Lists of facts, concepts, procedures, and/or principles related to the course content;
- ☐ Descriptions of the future performance environment;
- ☐ Exercises with answer keys;
- ☐ Performance criteria and/or mastery indicators;
- ☐ Physical/virtual laboratory activities and clinical procedures and tasks;
- ☐ Listing of content topics covered in other courses.

Multimedia Resources

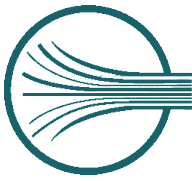
- ☐ Videos, web videos, animations, audio and podcasts;
- ☐ Related images (photos, drawings, illustrations, diagrams, graphics, and graphic organizers);
- ☐ Concept maps or mind maps;
- ☐ Technologies, apps, or tools.

Topic Background Resources

- ☐ Common misconceptions about the topic;
- ☐ Required or desired peer interaction or collaboration during the instruction or for a future job;
- ☐ Previous job and/or task analyses with responsibilities;
- ☐ Task procedure lists, equipment lists;
- ☐ Job descriptions;
- ☐ Material Safety Data Sheets;
- ☐ Applicable standards, regulations, and certification requirements for positions or products;
- ☐ Certification questions and performance checklists;
- ☐ Industry standard practices, good/best practices, expert practices, or guidelines;
- ☐ Notes or recordings from interviews or observations;
- ☐ Rubrics, checklists, and observation forms for skills;
- ☐ Resources or websites for similar instruction (e.g., workbooks, handouts, group/individual exercises, syllabi, agendas, and presentations);
- ☐ Reports from needs, gap, or front-end analyses;
- ☐ Error and incident reports, eyewitness accounts;
- ☐ Violation reports (safety, security) and injury reports;
- ☐ Performance reviews;
- ☐ Information and observations from interviews with experts or guest speakers.

Information About Target Audience

- ☐ Target audience descriptions, demographics, and assessments of personality, ability, or interest;
- ☐ Employee interviews or focus group issue reports;
- ☐ Learner results from pre-tests on the content or test results from previous related instruction;
- ☐ Certification records and test results;
- ☐ Supervisor observations;
- ☐ Work samples;
- ☐ Hiring records or job application test results.



Other Resources On The Topic

- ☐ Lessons learned;
 - ☐ Authentic problems, projects, case studies, and meaningful situations and tasks;
 - ☐ Standards for usability, accessibility, and UDL;
 - ☐ Subject area standards;
 - ☐ Resources from professional organizations.
 - ☐ Technical documentation and troubleshooting guides;
 - ☐ Product/software documentation, user's guides, help files, FAQs, procedure manuals, or lists;
 - ☐ Virtual tool tutorials;
 - ☐ Product specifications;
 - ☐ Safety and quality standards;
 - ☐ Professional development resources and materials.
-