Jisc discovery tool

# Implementation plan

## Your organisational context

* What are the most important strategic drivers for developing digital capability? Consider statements made in your strategies that are relevant to digital capability, and other public statements by your organisation.
* Are there any special project(s) or initiative(s) in digital literacy/capability that provide a context for the discovery tool implementation process?
* Who is responsible for leading and building digital capacity across the organisation? Have they all been included in your discussions with Jisc?
* Who will benefit from the discovery tool implementation and what do you anticipate the benefits will be?
* What support is available to staff and/or students who want to develop their digital practices?
* How are digital capabilities integrated into the curriculum (e.g. with a mandated framework, graduate attributes, plug-in modules etc)
* What are the best aspects of your organisation’s provision and support for digital capabilities? Where are there real successes?
* What are the weaknesses (if any) in your organisation’s provision and support for digital capabilities? Where are there real challenges?
* What are the most significant opportunities to develop digital capabilities in your organisation? » What are the most significant threats to the organisation if digital capabilities are not effectively supported?

## What will ‘success’ look like for your implementation of the discovery tool?

* Consider staff numbers and roles, completions, follow-ups, possible impact.

## Engagement and communication

* How many staff will be targeted and in what roles?
* How will communications be designed and delivered?
* What other initiatives, if any, will be promoted alongside this one?
* What key stakeholders are engaged and how are they championing the discovery tool to other staff?
* How have the potential benefits been communicated to staff?
* What reward or recognition (if any) is offered to staff for engaging with the discovery tool?

## Support and follow-up with staff

* In what setting(s) will staff complete the discovery tool?
* What support (if any) will be available in those settings?
* What support (if any) will be available to help staff review their personal report and action plan?
* What resources (online or f2f) are available to help staff develop their digital capabilities? How are these being signposted?
* What opportunities are provided to encourage further regular and ongoing review and reflection?

## Evaluation and impact

* How do you plan to use the data returns from the discovery tool?
* How else are you evaluating the benefits and impact of staff using the discovery tool?