

# OUTLINE OF A COMPREHENSIVE DISTANCE LEARNING STRATEGY DOCUMENT

The structure of a distance learning strategy will vary depending on the context. An illustrative outline is provided below for users to adapt to their needs.

**Exhibit 10: Illustrative Outline for a Distance Learning Strategy**

SECTION	DETAILED INFORMATION	TOOLS FOR COMPLETING ACTION POINTS
<b>A. Introduction</b> (Component 1: sub-component 1A)	<ul style="list-style-type: none"> <li>• Purpose of strategy</li> <li>• Vision and instructional goals</li> </ul>	<b>Tool 1:</b> Vision and Instructional Goals
<b>B. Background</b> (Component 1: sub-components 1B-1G)	Needs assessment data on: <ul style="list-style-type: none"> <li>• Marginalized groups</li> <li>• Existing education frameworks</li> <li>• Technology infrastructure</li> <li>• Existing programming</li> <li>• Institutional capacity</li> <li>• Contextual factors</li> </ul>	<b>Tool 2:</b> Data and Strategies for Marginalized Groups <b>Tool 3:</b> Education Frameworks Checklist <b>Tool 4:</b> Technology Infrastructure Landscape <b>Tool 5:</b> Distance Learning Inventory <b>Tool 6:</b> Institutional Capacity Checklist <b>Tool 7:</b> Distance Learning Contextual Considerations
<b>C. Strategic Plan</b> (Component 2)	<ul style="list-style-type: none"> <li>• Tech infrastructure commitments</li> <li>• Tech knowledge commitments</li> <li>• Content commitments</li> <li>• Pedagogical knowledge commitments</li> </ul>	<b>Tool 4:</b> Technology Infrastructure Landscape <b>Tool 5:</b> Distance Learning Inventory <b>Tool 6:</b> Institutional Capacity Checklist <b>Tool 7:</b> Distance Learning Contextual Considerations
<b>D. MEL Plan</b> (Component 3)	<ul style="list-style-type: none"> <li>• MEL goals, indicators, and plan</li> </ul>	<b>Tool 8:</b> MEL Plan
<b>E. Budget</b> (Component 4)	<ul style="list-style-type: none"> <li>• Costs for developing and implementing the strategy</li> </ul>	