**Checklist for the Analyse and Identify Phase**

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|  |  | Reflection |
| **Know your target group** |
|  | Have you investigated the profile of your participants? |  |
|  | Do you know your participants’ professional development needs?  |  |
|  | Do you know your participants’ digital literacy level and ability to participate in a blended CPD trajectory? |  |
|  | Have you investigated participants’ beliefs and attitudes towards technology and remote learning? |  |
|  | Do you know what motivates your participants to take part in CPD? |  |
|  | Have you identified which data are critical for the initiative’s success, thereby balancing the collection of sensitive data with the interests of your target group? |  |
|  | Have you obtained informed consent from participants and other stakeholders to collect and use their data? |  |
| **Understand your context (Technology)** |
|  | Have you made an inventory of the available technology and how it has been used? |  |
|  | Have you made an inventory of the needed technology investments in devices, programs, and infrastructure?  |  |
|  | Have you considered how technology may remove, but also erect barriers to learning for some participants? |  |
|  | Have you assessed what technology support is needed? |  |
|  | Have you weighed up the differential benefit of technology use in CPD in comparison with other relevant factors, such as facilitators’ preparation? |  |
|  | Have you critically investigated the evidence base regarding the selected education technology, and considered low-tech alternatives? |  |
|  | Have you assessed the cost implications for participants to take part in blended CPD? |  |
|  | Are there any regulations regarding data protection & privacy that need to be adhered to? |  |
| **Understand your context (Pedagogy and Learning Content)**  |
|  | Do you know what content and activities you need to develop or acquire?  |  |
|  | Have you considered in what format(s) the content be developed? |  |
|  | Have you compared various pedagogical approaches and decided on the approach for your CPD trajectory? |  |
|  | Have you searched for Open Educational Resources (OERs) and considered their usability for your CPD? |  |
|  | Have you developed a plan including costing for the development or adaptation of learning content? |  |
|  | Are you aware of the attitudes of your participants towards your pedagogical approach? |  |
| **Understand your context (Facilitators)**  |
|  | Have you assessed your facilitators’ competences to facilitate a blended CPD trajectory? |  |
|  | Have you identified a set of competences to strengthen and an implementation strategy (timing, methods, content)? |  |
| **Develop (Revise) Learning Outcomes** |
|  | Have you formulated learning outcomes starting from clearly identified performance gaps? |  |
|  | Have you considered whether learning outcomes differentiate for the diversity of participants, are inclusive and gender responsive? |  |
|  | Have you considered whether the learning outcomes can be achieved by participants by completing the CPD? |  |