

1. What is the likely market for your centre?
2. What topics will it cover?
3. What types of courseware should it contain?
4. How and where will you source courseware?
5. What sort of media should it have?
6. Where will it be located?
7. How should it be equipped, furnished and laid out?
8. Who are the suppliers of equipment?
9. What is the timetable for set up?
10. What are the centre=s mission and objectives?
11. What are the forces that will help or hinder the learning centre?
12. How can it be integrated with other institutional training programmes?
13. What will be the staffing arrangements?
14. How much encouragement and support will be given to people to use open learning resources?
15. What training will be required for administrative, tutorial and mentoring staff?
16. What size of budget will be needed for setting up and running the centre?
17. How can learning facilities at district locations be networked?
18. Will the centre be treated as a cost/profit centre or absorbed as an overhead?
19. How will you identify training needs?
20. How will you evaluate courseware?
21. How will you advertise and promote the centre?
22. How will you market the potential services available from the centre?
23. How will you monitor the operation of the centre?
24. How will you administer stock control, selection and procurement?