

Project Management Audit Checklist for Global L&D

This checklist helps you evaluate your learning provider's ability to manage and deliver global initiatives. For each question, **check the box if your answer is Yes**. The unchecked questions indicate where additional focus or improvement may be needed.

Needs Assessment and Programme Design	
Did the provider invest time in understanding your organisation's strategy, culture, and operating context?	
Have they run diagnostics (e.g. interviews, surveys, focus groups) with stakeholders and potential learners?	
Did they identify specific skills gaps and behavioural outcomes before designing the programme?	
Is there a clear link between the proposed programme and your business priorities?	
Are the learning objectives measurable and agreed upon with stakeholders?	
Stakeholder Engagement	
Has the provider mapped out both global and local stakeholders from the start?	
Does the provider encourage and support the involvement of regional leaders and frontline managers, not just global sponsors?	
Is there a clear plan for how stakeholders will communicate the "why" to learners?	
Learner Engagement	
Does the provider design launch sessions that involve executives setting context?	
Does the provider help you brief managers on how to protect learner time and reinforce on-the-job application?	
Does the provider equip your internal teams with guidance or tools to run structured manager check-ins after each module or session?	

Localisation	
Does the provider adapt content to cultural norms and sector realities, not just translate it?	
Have they run focus groups or diagnostic interviews to validate local needs?	
Are local trainers or facilitators engaged to increase credibility and impact?	
Trainer Onboarding	
Are trainers given structured briefings on the business context and cultural dynamics of each region?	
Do they meet with local stakeholders before delivery?	
Are trainers encouraged to adapt facilitation style to suit learner expectations?	
Cadence and Governance	
Are there regular project calls (e.g. weekly) with clear agendas and actions?	
Does the provider share and help mitigate potential risks and issues?	
Is there a clear escalation process when challenges arise?	
Pilot and Scale	
Is piloting built into the rollout plan before scaling globally?	
Are success stories from pilots used to build momentum in other regions?	
Does the provider refine the programme based on pilot feedback before wider rollout?	
Measurement and Impact	
Were success measures (both lead and lag indicators) defined at the design stage?	
Can they demonstrate how the programme links to retention, performance, or productivity?	