

Localisation Planning Checklist

A practical To-Do list for L&D teams delivering across multiple markets

Rolling out learning across multiple regions can quickly become complicated, especially when localisation has not been fully considered at the planning stage.

A bit of early thinking makes delivery smoother, helps you manage internal expectations, and avoids unnecessary pressure further down the line.

How to use this planning tool: Use this checklist to sense-check your approach before anything is locked in.



LANGUAGES

01

- ☐ Which languages are required?
- ☐ Are all regions of equal priority, or are some more strategically important than others?
- ☐ Do any markets need regional variants, e.g. Latin American vs European Spanish, Traditional vs Simplified Chinese?
- ☐ Have local market contacts been identified who can support review and sign-off?
- ☐ Are there any markets where the language itself carries cultural sensitivities that affect tone or messaging?



CONTENT TYPES AND SENSITIVITY

02

- ☐ What formats are involved? (eLearning modules, video, PDFs, assessments, policy documents)
- ☐ What authoring tool has the content been built in, if digital learning?
- ☐ Does everything need to be localised, or will some elements remain in English, for example video on-screen text?
- ☐ Are source files available, editable and ready to work with?
- ☐ Are there any compliance-sensitive or assessed modules that require a level of human review?



CULTURAL FIT

03

- ☐ Will the content land well across all target markets, or does it need to be reviewed for local relevance?
- ☐ Are any examples, visuals or references too region-specific to translate directly?
- ☐ Does the tone need to change depending on the audience or region, for example more formal in some markets?
- ☐ Are there any acronyms or mnemonic devices that need to be adapted, or should they stay in English?
- ☐ For compliance content, have local legal or HR teams confirmed that the programme meets regional requirements?



FORMAT AND PRODUCTION

04

- ☐ Do you need voiceover, subtitles, or a mix of both?
- ☐ Does video on-screen text need translation?
- ☐ Are there any custom-built elements, such as mouseover text or custom labels?
- ☐ Are there any interactive elements that might be affected by right-to-left languages?





TIMELINES

05

- What is the internal launch date, and has it been communicated to all relevant stakeholders?
- Is there a compliance or regulatory deadline driving the launch, and does the localisation timeline account for this?
- Have regional review responsibilities been agreed upfront, and do reviewers have the time allocated?
- How many review rounds are expected, and how long is each one?
- Has time been built in for LMS testing after delivery, before the content goes live to learners?



AI USE

06

- What is leadership's current position on AI in localisation, and has this been communicated clearly to the team?
- For each content type, has the level of human input been agreed based on learner risk rather than cost alone?
- For compliance or assessed content, has a human review step been built in regardless of the workflow used?
- Is there internal governance in place for how AI is used in learner-facing content?
- Has the approach been explained clearly to relevant stakeholders, including regional teams and SMEs?



LMS AND DELIVERABLES

07

- Does the LMS administrator have what they need to upload and test the localised content?
- What are the LMS requirements for SCORM packaging, and have these been shared with the localisation team?
- Is a separate SCORM file required per language, or a multilingual SCORM with a language selector?
- Do editable source files need to be retained or shared with another internal team after delivery?
- Who is responsible for uploading, testing and signing off content in the LMS before it goes live?



ONGOING UPDATES

08

- Will the content need to be updated on a regular basis, for example due to policy changes or regulatory updates?
- How will changes be managed across multiple languages, and who owns that process?
- Who holds the source files, and is there a clear process for requesting updates when content changes?



Key takeaway

Most global learning challenges don't come from translation itself, but from when and how it's planned.

Getting a few of these decisions right early on helps you plan more confidently, manage stakeholder expectations, and deliver more smoothly across markets.

👉 **If it is ever useful to sense-check an approach at an early stage, especially ahead of a significant rollout, we are always happy to take a quick look.**

