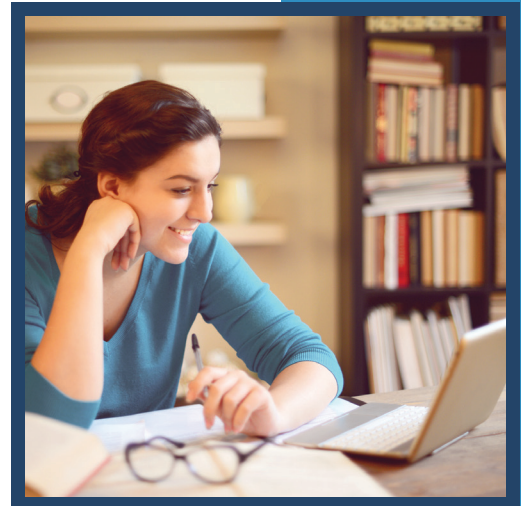


LMS Implementation Checklist



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 **Better Buys**





LMS Implementation Checklist

Follow this checklist to create a complete project plan and ensure a smooth learning management system implementation.

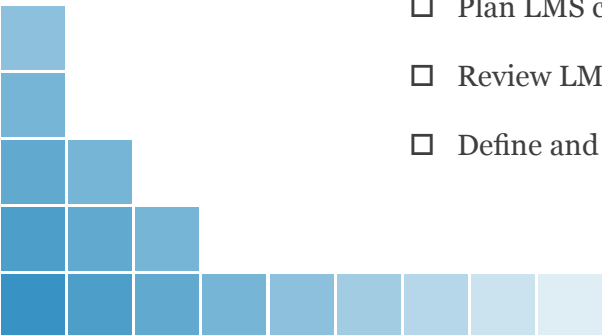
Assemble Core & Extended Teams

- Get main stakeholder & senior management buy-in
- Select a team leader
- Select a project manager
- Select an elearning tech specialist
- Select a training administrator
- Select an IT architect
- Enlist members of extended team
(e.g., potential users, product testers, etc.)

Define LMS Implementation Goal

- Define project's end goal
- Define metrics or scale to measure project's success

Create & Document Implementation Project Plan

- Identify current workflow
 - Create initial list of tasks (administrative tasks, learning content development tasks, testing tasks etc.)
 - List necessary LMS integrations
 - Plan LMS configurations
 - Review LMS vendor's implementation plan
 - Define and prioritize core tasks
- 



Define the Whats, Whos & Whens

- Assign resources to each task
- Establish realistic timeline for each task
- Assign due dates for each task

Create & Document Communication Plan

- Establish how often updates will be released
- Define audience for each type of update
(e.g., whole organization, C-level executives, core team, etc.)
- Determine who will deliver each update

LMS Launch

- Schedule pre-launch test
- Schedule launch buffer period to resolve issues
- Schedule black out period & go-live date
- Define end-user & administrator training plan
- Communicate with end-users about LMS launch
- Prepare IT helpdesk with a plan to escalate issues

Post-Implementation Preparation

- Define permissions for LMS features
 - Define learning material formatting for consistency
 - Assign someone to LMS maintenance post implementation
 - Create an ongoing & new-user training plan
- 