

LMS IMPLEMENTATION CHECKLIST

Congratulations! You have vetted vendors and selected a new learning management system (LMS) vendor. You already know the benefits and are ready to start the process. So, what next? Now the fun begins! It's time for the LMS implementation process.

New learning technology requires a significant investment. As such, it's essential that you start off on the right foot. Luckily for you, we have created a handy LMS implementation checklist that helps track the full set up process. Follow these steps to ensure you are prepared for the launch of your new learning platform.

While we know each implementation process is different and based on various client needs, availability, deadlines and resources, this checklist gives you **a great place to start!**



1. Create A Strategy

Success starts with a proper strategy. Fail to prepare and prepare to fail. At this stage, you should be working on the blueprint for your project, rallying resources and setting success criteria.

- Take time to understand who should be involved and how much of their time they will need to commit to the success of the programme.

- Determine goals and objectives for your learning transformation. Conducting a training needs analysis will help you to do this.

- Set measures to understand what success looks like.

- Identify the scope of the project to understand the resources you need. Don't undercook or over-egg it!

2. Find Your Epic Meaning

Delivering training is a great opportunity for meaningful internal branding. By linking learning to your company's mission and values, you can unlock deeper levels of relevance and drive learner motivation. As such, at this stage, you should ensure your LMS resonates with your learners.

- Define your brand and concept for the LMS.

 - Name your LMS.

 - Define the look for your LMS.

 - Define the feel for your LMS.

- Link learning initiatives to your company's:

 - Mission.

 - Vision.

 - And Values.

3. Prepare Your Timeline

After you have identified the scope of your project, you'll want to create a realistic timeline that details when each task needs to be carried out.

- Work with your vendor to establish a clear project plan.

- Allow 4 to 12 weeks for full implementation, depending on the complexity.

4. Participate in Administrator Training

With so much to learn, administrator training is hugely important. The more you know, the more confident you'll feel when it comes to rolling out new content or entire training initiatives! As such, at this stage, you should ensure you participate in all relevant admin training.

- Get familiar with the features your new platform offers.

- Map out all the use cases across the business to the functionality available on the LMS.

- Read and understand all project documentation.

5. Data Integration

The long-term success of your LMS implementation is often as much about technology integration as it is about delivering learning content.

- Identify necessary integrations.

- Ensure stakeholder buy-in.

- Identify the system of record for each data set.

- Get a clear understanding of the data your new LMS will need.

- Make sure your project team has the technical expertise needed for any integration setup.

- Identify the need for custom integrations.

6. Site Configuration

Whether you are implementing an LMS for the first time or switching from another platform, a key decision centres on which courses, data and instructional assets you need.

- Identify what user demographic data you need to set up user groups.

- Assign training and learning initiatives to different learner groups.

- Identify the best people for administrator roles.

- Ensure your users have the appropriate access permissions.

- Take time to determine your reporting requirements.

7. Create Your Engagement Plan

At this stage, you should focus on identifying and familiarising yourself with how you can ensure your learners are engaged to keep using the LMS and continuing their learning journey.

- Get familiar with the available social learning features.

 - Social Feed.

 - Live Chat.

 - Clubs.

 - Groups.

 - Experts Area.

- Get familiar with the available gamification features.

 - Experience Points (XP).

 - Achievements.

 - Badges.

 - Rewards.

 - Leaderboard.

- Identify how you can personalise learning for your end-users.

8. Prepare And Upload Content

This is one of the most essential items to tick off your LMS implementation checklist. After all, with no content, you'll have no courses.

Identify whether you'll use in-house or pre-built content.

Have a set of LMS compliant training content ready to go.

Consider utilising learning paths or 'Levels'.

Identify course structures and format.

Upload content on the LMS.

Ensure your content is categorised and tagged with keywords so it is easily searchable.

9. Have A Trial Run

We know you are eager to get your new learning platform in action. But before completing the implementation process, make sure to have a trial run.

Test the new LMS among a group of users.

Document any issues that arise.

Fix any issues and fine-tune your LMS.

Ensure your branding is consistent across the LMS.

10. Prepare For Launch

As one of the last steps, you should be focusing on preparing for the launch of your new learning management system!

Offer training programmes to your internal users and external partners.

Alert all stakeholders about the launch.

Identify how switching to the new LMS is accomplished.

A complete changeover done overnight.

A gradual phase-out of the old LMS and phase-in of the new system.

Run both systems in parallel before switching to the new system.

Alert all stakeholders of a possible blackout period.

Set aside time for the day-to-day running of your new learning technology solution.

11. Identify Your PR Needs

After all the efforts and hustle into planning and implementing your new LMS, here comes the big responsibility of making sure your users know about the learning transformation! So, at this stage, you should focus on PR.

Send out launch communications to your learners.

Ensure your learners understand what's in it for them.

Create excitement by using flyers, videos, merch and other marketing approaches!

Consider hosting a launch event.

Ensure learners know how to access the platform.

Have admin support on hand throughout the launch process.

Learn who your platform advocates are and use them to encourage other learners into action.

12. Assess Launch And Focus On Continuous Improvement

The big day is finally here! As implementation and onboarding is just the beginning of the journey to excelling in your learning transformation, you should focus on continuous improvement.

Launch your new LMS!

Review how the implementation process went.

Pinpoint and fix any technical glitches that may have hampered the launch.

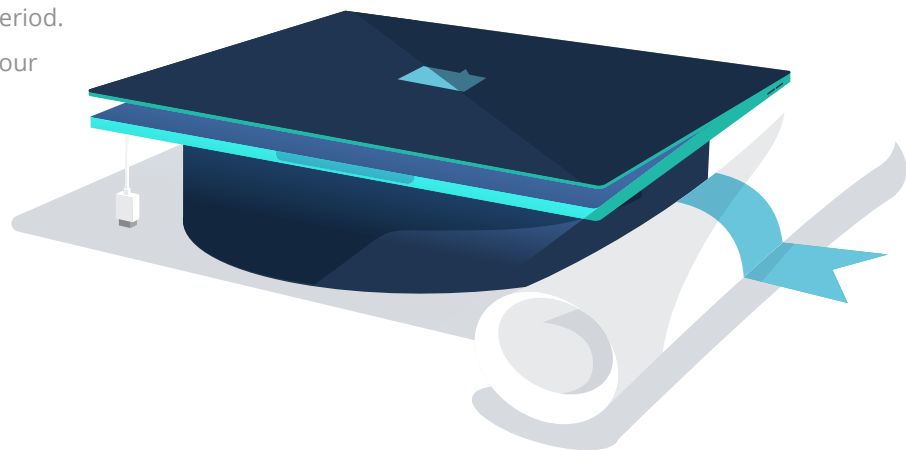
Assess how many users logged onto the system.

Assess how users are progressing.

Ask for end-user feedback.

Talk with the vendor to learn about new functionality to support additional use cases.

We hope that by following this checklist, your implementation process has been easy and stress-free! Make sure to check out our other downloadable assets that will help you to supercharge your training interventions!



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