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# Implementing a Learning Management System

Swipe for tips



# Start with a clear vision

Your vision will define who, when and for what purposes the Learning Management System will be used. Your vision should align to corporate goals and objectives.



# Obtain Stakeholder Support

Your Stakeholders hold the purse strings and will be a powerful ally as you establish the system. Meet with them often during the process.



# Build Use Case Scenarios to drive the selection process

Engage a small team of superusers to develop reasonable use case scenarios based on your vision. Develop your RFP against them and choose your top three vendors.



# Request Sandbox Environments to Test against your Use Case Scenarios

Pick your top vendor based on the outcome of the sandbox testing. You may be surprised by the results!



# Establish Clear Governance

Define role definitions and limit the number of administrative users. Your governance plan should also define the structure, categorization and naming convention for your learning assets. Don't forget maintenance and archival procedures to keep content fresh and relevant. Finally, develop practical metrics that align to your goal and vision.



# Launch User Adoption Campaign

Include communication plan and comprehensive training for your administrators, superusers and support staff prior to rollout. If possible, launch in stages to collect feedback and anticipate future issues. Communicate frequently through many channels and provide avenues for feedback.



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# Was this helpful?

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