

LMS Project Checklist

What do you need from an LMS?

There are dozens of enterprise learning management systems out there, with thousands of features across them. Every service, feature, and functionality has been developed with a specific audience in mind, but that doesn't mean that every platform and its features are right for every audience.

Before you start to sift through all the systems available to you, we'd recommend you make a prioritised list of your objectives and key results for your new platform.

And to simplify that process, we've made a start for you!

How to use this checklist

A focused project is more likely to succeed, complete the checklist to highlight your objectives and features to ensure you implement an LMS that suits your business needs. Follow these 3 easy steps to get started:

Step 1.

Start by identifying your 3 most important objectives (or 4, we aren't counting!). Think of them as the driving force behind why your organisation needs an LMS.

Step 2.

Under each objective is a list of features and functions that could help your organisation to accomplish that goal. Indicate which features are a must have or a nice to have.

Step 3.

Add your own! Ask your wider team what their key objectives are for this project, and what features and functions they would need.

Next steps...

By this point you'll have a pretty clear idea of what you need from an LMS, why not give us a call and we will help find the system that's right for you!

Improve employee retention

Features	Must have	Nice to have
Induction learning pathway, assigned automatically based on job role with automated reminder notifications		
Library of engaging, ready-made courses on relevant topics to each role		
Automation of tasks to ensure an adaptable and personalised user experience from day one		
Assignment of content to employees' pre-start date		
Intuitive, on-brand platform design		
Gamification elements to reward and recognise achievement to encourage user engagement		

Increase training efficiency

Features	Must have	Nice to have
Replace face-to-face training with high-quality, interactive content		
All content authored within the same platform, reducing further licencing costs		
Training content tailored to individual job roles		
Scalable platform that can grow with your business		
Automated assignment of relevant training and reminders of key deadlines		
Scheduling of reports via automated email delivery		
Assessment functionality with automated grading and feedback		

Reduce event-scheduling overheads

Features	Must have	Nice to have
Event booking management		
Attendance tracking and waitlist		
Custom approval workflows		
Manager reservations		
Automated, customisable booking confirmations		
Room, venue and asset management		

Improve regulatory compliance

Features	Must have	Nice to have
Automated training assignment based on job role, department or organisation		
Password and IP restricted assessments		
Automated, custom reminder notifications to learner and manager		
Automated renewal path and archive of historic completion		
Red-amber-green status reporting		
Custom-built compliance dashboards		

Enhance training for external participants (extended enterprise/multi-tenancy)

Features	Must have	Nice to have
Custom branding for each organisation using the platform		
Tailored, organisation-specific content		
Framework of multiple organisations with restricted or no interaction with one another		
Sequenced and conditional product training programmes		
Certification of achievement with custom-branded certificates and digital badges		

Monetise your training offering

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Framework of multiple organisations with restricted or no interaction with one another		
Sequenced and conditional product training programmes		
Certification of achievement with custom-branded certificates and digital badges		

Improve customer satisfaction

Features	Must have	Nice to have
Library of engaging, ready-made courses on customer service and sales		
Interactive and immersive scenario-based training activities		
Exploration of new environments in 360 virtual tours		
Discussion boards for sharing of best-practice		
Induction, product and service learning pathways		
Before-and-after performance surveys		
National, regional and store-level reporting		

Additional objectives and features



Ready to start your project?

Contact our team today to kick-start your project, or if you're not quite sure where to start and need some advice, we can help with that too!

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