Selecting an LMS Checklist

The availability of learning management system (LMS) options can seem endless. It is important to identify business requirements and then apply them to research to narrow down the search. The checklist below will assist you identify your business requirements.

Who is your target audience? _____

Key Takeaway: Is your target audience students, employees, or clients? Those with software experience or novices? Mobile users?

What is your budget? _____

Key Takeaway: There's a product for every budget.

Where do you plan to host the software? Or do you want it hosted for you? _____

Key Takeaway: If it's not SaaS you want, make sure to ask for hosting, upgrades, training, and support fees, which would normally be included in most SaaS products.

When do you plan on implementing the LMS? _____

Key Takeaway: If you need to move quickly ensure that the new LMS is able to accommodate a fast transition. Ask for a Implementation Plan.

Why are you searching for an LMS?

Key Takeaway: If it's features, make sure you know what you need. If it's support, talk to clients and research the internet for client's feelings toward the vendor considered. If it's ease of use, try a pilot with the vendor considered. If you are wanting a higher usage rate, make sure it's not an internal problem rather than ask an LMS to be a proverbial silver bullet for problems they really can't solve.