

How Ready Are We for an LMS?

A fillable worksheet. Check what's true, tally your score, find your readiness level.

Organization

Completed by

Date

A Audience / 4

B Portability / 4

C Cost / 4

D Trials / 4

HOW THE PIECES CONNECT



A Know your audience

1 point per check · max 4

Who is my audience?

- ☐ 1. We've defined our market and who the customer is
- ☐ 3. We've observed when and how learners engage

- ☐ 2. We know the device mix (desktop vs. mobile)
- ☐ 4. We've piloted real modules with a real audience segment

Section A total: ____ / 4

B Your assets are portable

1 point per check · max 4

Structure of our modules and courses:

- ☐ 5. Assets are built in universal formats (PDF, HTML, SCORM, Google Drive, Microsoft Office)
- ☐ 7. Modules snap together into different courses for different audiences

- ☐ 6. Courses are authored in authoring tools, not inside any LMS
- ☐ 8. We hold the source files and can re-export anytime

Section B total: ____ / 4

C Cost of ownership

1 point per check · max 4

- ☐ 9. We've modeled per-learner / per-seat pricing at realistic growth numbers
- ☐ 11. Integration costs (SSO, CRM, data systems) are quoted up front

- ☐ 10. Initial license term is short, with a clear exit clause
- ☐ 12. Admin time, hosting, and support are counted, not just the license

Section C total: ____ / 4

D Try before you buy

1 point per check · max 4

Most LMS offer a 7- or 14-day trial. Take your pilot eLearning and see how it feels **both as a learner and as an admin** in each system you're considering.

- ☐ **13.** We loaded our own pilot modules into each trial
- ☐ **14.** We completed a module as a learner on desktop and mobile
- ☐ **15.** We enrolled users, ran reports, and updated content as an admin
- ☐ **16.** Systems trialed: _____

Section D total: _____ / 4

Your readiness score

A + B + C + D = _____ / 16

0-6 · Pilot first

You'd be choosing a platform on guesswork. Publish a few modules in universal formats and let real usage teach you.

7-11 · Almost ready

You know your audience or your assets, but not both. Close the unchecked gaps before signing anything.

12-16 · Shop carefully

You've earned the decision. Negotiate short terms and hold every vendor to your trial results.

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