Learning Management Implementation Checklist

Key Strategy	Next Steps	Progress
Assemble your core implementation team with champions from L&D, IT, HR, and key business departments.	Identify team leads from each department and confirm their commitment.	
Solidify your business case and define success metrics, including clear KPIs.	Gather organizational data to support the business case and select quantifiable KPIs.	
Run a targeted pilot program with a small, representative group of employees	Choose pilot participants from various departments for a balanced test.	
Develop a phased rollout and communication plan based on pilot insights.	Plan internal communications and draft rollout timeline based on pilot results.	
Champion change and provide robust training, including workshops and support channels.	Schedule training sessions and set up a helpdesk or support forum	
Measure KPIs, iterate based on feedback, and celebrate successes to maintain momentum.	Set regular review intervals and plan recognition for successful outcomes.	

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