



**RIZING**

# The Step-by-Step Guide to Choosing the Right LMS

The framework that makes the evaluation process  
a little less complicated.

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# Learn Together, Grow Together

# 01

**It's true... an organization that learns together, grows together.**

**Not only does learning improve productivity, boost business results, and increase competitiveness, it can also give your company an edge in the race for talent.**

A next generation learning management system (LMS) automates this learning process, allowing you to nurture, train, and retain your best people.

But, with an ever-increasing number of LMS on the market, choosing a system that is right for you can take a heck of a lot of time and research.

So, we did the homework for you and put together this step-by-step guide. It is the framework you need to evaluate the learning management systems and implementation partners you will be working with.

We hope you steal it and use it to find the LMS that's just right for your unique needs.

Let's get started.



24%

Companies that invest in learning enjoy a **24%** higher profit margin than those that don't, according to the American Society for Training and Development<sup>1</sup>.



# The 10 Benefits You Can Look Forward to With the Right LMS

**Selling the idea of an LMS can be tough** – especially given today’s economic climate. In case you’re struggling to articulate the benefits of a good learning management system to your internal team, we thought we’d help you out by describing what you can expect from the right system.

As an added bonus, if you currently have an LMS that you’re unsure about, you can use the list below as a benchmark to decide whether it’s time to ditch the old relic.

- 01** Quick, easy content creation: make it simple to provide your employees with the best possible educational content
- 02** Consistency in content creation & delivery: simply, intuitively create and manage content for all users
- 03** 24/7 access to training & feedback: keep the user experience seamless with instant access to updated course content
- 04** Employee tracking for accountability: see lesson access and assessment performance to keep users accountable
- 05** Automatic scheduling for annual or other milestone training: remove the need for manual tracking and scheduling
- 06** Certificates, badges & other engagement-based gamification: keep users engaged and encouraged with built-in gaming
- 07** Full administrator access: see data & reporting, allowing tailored training tracks to work with diverse user needs
- 08** Simplified compliance training: reduce risk and increase employee education around regulatory compliance
- 09** Improved onboarding: standardize and automate onboarding to create a unified experience across departments
- 10** Significant cost savings: cut down on turnover and retraining costs and rely on online classrooms to keep costs lower





# The Step-by-Step Guide to Choosing the Right LMS

Choosing an LMS can be a complex process. However, having a structured framework to guide you can make all the difference. Our step-by-step guide will breakdown what you need to find the perfect LMS.





1

## DETERMINE YOUR NEEDS, OBJECTIVES & BUDGET

Understand exactly what your organization needs when it comes to education and training. Whether you're providing your own content or looking for an LMS that provides industry-specific training, make sure you clearly understand what the right solution will bring to the table.



TIP

Separate must-haves from nice-to-haves based on the master list of features included in this e-book.

2

## KNOW YOUR TIMEFRAME

Make sure your leadership team and other decision makers are clear on project goals, implementation timelines and important training milestones. Work with your solution provider to create a project plan that accounts for your organization's timeframe and can work with it.



TIP

Build in time buffers for major tasks like data migration or system configurations, so when delays happen, your project doesn't fall behind schedule.

3

## EVALUATE POTENTIAL VENDORS

This is an important choice – don't make it lightly. Consider all of your options and compare the benefits and drawbacks of each vendor. Understand what support each vendor offers and look for recommendations from friends, professional contacts and online sources to gather information.



TIP

Ask for customer references.

4

## TEST THE LMS

Be prepared to test all of the features you need. Make sure the user experience is streamlined, your content is easy to find, and your reporting is accessible to everyone who needs it. The testing phase isn't just about casually browsing through the features. This is your chance to outline a few scenarios your users could experience in the system and make sure everything happens the way you want it to. You should also consider your future needs so that your LMS can scale with you as you grow.



TIP

When you reach out for support, pay attention to how quickly you receive an answer and whether it's easy to communicate with the LMS support team.



# 5

## CHOOSE YOUR LMS

You've done all of the legwork. You've evaluated, tested and measured your options. Now it's time to choose your LMS and get your implementation started.



First, you'll want to alert your LMS of choice and award the contract to them; this is when you'll get initial paperwork taken care of and start setting up specific dates for your initial project milestones.



Next, you should let any other considered solutions know that you've made your choice. Thank them for their time and let them know you'll keep them in mind if something changes.



Prepare for launch! Make sure your internal team understands what's coming and when; and start getting them excited about all of the benefits your new LMS will bring. You can even share this e-book if anyone wants more information about what to expect.





BONUS

# The 6 Crucial Questions You Need to Ask Potential Implementation Partners

Implementing an LMS is a full-scale project. Your internal resources will need alignment on project goals, they'll need to make critical decisions about the design and processes around the LMS, and they'll need a full knowledge transfer for the technical aspects of the system.

**There's no sugar coating it... the stakes are high when it comes to finding the right implementation partner to support your team during this project.**

To help you out, we put together the 6 most crucial questions you have to ask to determine if the implementation firm is the right fit for you.

## 01 What experience do you have working on projects like this?

**Takeaway:** Experience really matters when it comes to implementing your new LMS the right way. An experienced implementer has the knowledge to make accurate assessments as to what's needed to deliver the project on time, on budget, and to your specifications.

## 02 Who will be a part of our implementation team? Where will they be located?

**Takeaway:** Don't fall for the old bait and switch. Make sure your implementation partner clearly communicates who will be part of your implementation team.

## 03 What certifications do you have?

**Takeaway:** Make sure you are working with real pros. Ensure your consultants are caught up on certification exams – it's a quick way to determine implementer credibility.

## 04 Can you provide a list of references we can contact?

**Takeaway:** The proof is in the pudding... Has this implementation partner done the work before? Try to chat with some of their other clients to get a sense of whether they'll fit with your organization and can deliver.

## 05 What is the timeline for the project and what are the important milestones?

**Takeaway:** Know what to expect. A good implementation partner isn't trying to surprise you... Talk strategy, roadmap and plan, and then execute from a place of communication and knowledge.

## 06 How much will this cost?

**Takeaway:** Implementation costs are often times all over the map. Establish a transparent relationship with your partner so you know exactly what you are buying.



BONUS

# The Master List of LMS Features – Easy Checklist Edition

This bonus complete checklist of key LMS features will help make your solution evaluation simpler.

**Use it to find the system that meets your needs and budget.**

Intuitive User Interface

Learning Paths

Webinars

Blended Learning

Mobile Learning

Flexible Reporting & Analytics

Social Learning Integration

Responsive Design Support

Assessment Tools

Certification & Compliance Management

Data Security Protocols

Resource Compatibility

Online Collaboration Tools

Feedback System

Integration

Scalability

Career Development-Focused  
Course Library



Pay attention to the user interface—is it intuitive?—and the user experience—is it engaging?—to be sure you choose an LMS that meets not only your current needs but can scale with you as you grow.



# Rizing's LMS Planner

Optimize your organization's training management and resource scheduling with LMS Planner. This intuitive planning tool allows Planners, Schedulers, Training Managers, and Trainers to work more efficiently through:

A simple user interface that provides a consolidated and global view of all resources

The right resources for proactive and long-term planning

The tools to manage a high volume of offerings, resources and trainers all in one place







# Drive Growth through Learning

The right LMS can drive big wins for Human Resources within the business: retaining talent, increasing employee engagement, meeting compliance standards, and hiring and promoting from within your organization.

Culturally, these wins really add up... But, more importantly, they also deliver huge returns on the investment, helping your HR team be seen as a crucial business partner.

Our certified SAP® SuccessFactors® professionals can help you master your new LMS and position your business for growth.



Contact us today to find out how we can help you deliver education and training designed to let your organization learn, grow, and thrive.



# RIZING

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