eLearning Solutions Sample Implementation Activities

-	Activity	Due	Owner
1	**Contract and Technical Considerations**		
1.1	Client needs discussion		
1.1.1	Application demonstration		Client, Acct Manager
1.1.2	System requirements confirmed		Client IT, Client, Acct Manager
1.1.3	Contract model & license requirements defined		Client, Acct Manager
1.2	License Agreement prepared		
1.2.1	Content testing (SCORM 1.2 format)		Client, Acct Manager
1.2.2	Proposal agreement		Client, Acct Manager
1.2.3	URL verified and Courses selected		Client, Acct Manager
1.2.4	License Agreement signed & PO received		Client, Acct Manager
1.3	Schedule Implementation Meeting(s)		Acct Manager
1.4	Order Entered		Customer Service
1.5	Site Built		Support
2	**Implementation & Training**		
2.1	Implementation (Kick Off) Meeting		
2.1.1	Client outline goals and objectives and target launch date		Client
2.1.2	Introduce User Import/Roles/Options		Project Lead
2.1.3	Identify primary administrator and all stakeholders		Client, Acct Manager, Project Lead
2.1.4	Review product workshop/training options		Client, Project Lead
2.1.5	Scope of Services delivered & signed (if applicable)		Client, Project Lead
2.2	Workshop		
2.2.1	Admin Workshop session(s)		Trainer
2.3	Configuration		
2.3.1	Establishment of all course or site options		Client, Project Lead
2.3.2	Request and deliver Content SCORM files (if applicable)		Project Lead
2.3.3	User import		Client, Project Lead, Support
3	**Approval and Closure**		
3.1	Follow-up call		
3.1.1	Sign off on DES site configuration		Client
3.1.2	Review DES license agreement and SOS		Client, Project Lead
3.1.3	Close project		Project Lead

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Sample Implementation Timeline (in weeks) Solutions

| LMS & Content Custom | Project Planning & Kickoff | Groups & Import | Admin Workshop | Training Matrix & Course Options | Features & Settings | Review |

Custom learning consultation, hosted LMS setup, licensed content installed, and tailored implementation project management

| LMS & Content Standard | Kickoff & Template Review | Admin Workshop | User Import |

Hosted LMS configuration, and licensed content installed

| Online Portal (SMB) | Setup & User Import | Report Manager Workshop |

Company administrator setup, and pre-set curricula associated

| Content | Course Options | File Delivery |

Client-Hosted (SCORM) or dss+ *Hosted (SCORM Wrapper) course files provided for licensed content*

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