

eLearning Launch Checklist: Essentials Only

If you're looking to launch eLearning in your organization quickly and effectively, this brief checklist is for you. Follow these steps to ensure a smooth and efficient training launch:



01. Choose the Right LMS - An LMS that meets all your business needs is the key to success

- ☐ Define your business goals and training needs to identify the features you need from an LMS
- ☐ Explore the market and evaluate LMS vendors based on your company's needs
- ☐ Sign up for demos of the solutions that best suit your needs
- ☐ Sign up for a free LMS trial from your shortlist of solutions
- ☐ Select the right LMS and begin implementation

Tip

Choose an LMS that is intuitive and easy to use, so your team can get up and running quickly without delays. A user-friendly platform will reduce the learning curve and allow you to focus on delivering effective training right from the start.



02. Pick the Best Authoring Tool - Courses are essential for corporate training

- ☐ Answer the question: 'What is the primary eLearning goal an authoring tool will help me achieve?'
- ☐ Assess which features are must-haves for you
- ☐ Allocate your budget range
- ☐ Explore the market and evaluate authoring tools based on your requirements and budget

- ☐ Sign up for a free trial with a shortlist of solutions
- ☐ Purchase the solution and provide onboarding training for your team

Pay attention to:

- Technical aspects: compatibility with your LMS, platform compatibility (Windows, macOS, etc.), support for universal eLearning standards (SCORM 1.2/2004, xAPI, AICC), and regular updates
- Templates: Ready-to-use templates and characters can help you create courses much faster
- Interactivity and Gamification: Features like quizzes, interactive slides, awarding points, branching scenarios, AI assistant, and more

Tip

Opt for an intuitive, user-friendly tool that does not require a technical background to use effectively from day one.



03. Get Ready-Made Courses - Fast-track your training with pre-designed content

- ☐ Explore libraries of ready-made courses that align with your team's needs
- ☐ Choose high-quality courses that you can customize to suit your objectives
- ☐ Ensure the courses support various learning styles and formats, such as videos, role plays, and quizzes
- ☐ Start using these courses while your custom content is being developed

Tip

Pay attention to LMS platforms that include ready-made courses as part of the package. If these courses align with your needs, you can avoid the extra cost of purchasing a separate course library and start training right away.

**04. Create a Clear Launch Plan - Guide your implementation with a well-structured plan**

- ☐ Outline key milestones and timelines for your eLearning program
- ☐ Set clear roles and responsibilities for all team members involved in the launch
- ☐ Identify all technical and logistical steps required for a smooth launch
- ☐ Ensure that deadlines for content creation, onboarding, and evaluation are met
- ☐ Regularly review progress and adjust the plan as needed to stay on track

Tip

Make sure your launch plan includes regular check-ins with key stakeholders. This will help keep everyone aligned, ensure progress is on track, and address any concerns early before they become obstacles.

**05. Create a Clear Launch Plan - Guide your implementation with a well-structured plan**

- ☐ Arrange for technical support during the initial setup phase

- ☐ Choose a provider that offers comprehensive onboarding and ongoing support
- ☐ Assign a dedicated internal contact to handle any issues or concerns
- ☐ Use live chat or helpdesk services to resolve problems in real-time
- ☐ Provide your team with training on the system to ensure they can use it effectively

Tip

Choose a provider that offers comprehensive support during the launch phase, including dedicated technical assistance and communication in your local language. Early support will help you avoid potential issues and ensure a smooth start, so your team can focus on training, not troubleshooting.

Bonus Tips for a Smooth eLearning Launch:

- ☒ **Involve Stakeholders Early:** Get buy-in from key decision-makers to ensure smooth implementation and adoption.
- ☒ **Provide Ongoing Training:** Keep your team engaged and motivated with continuous learning opportunities.
- ☒ **Track and Optimize:** Measure the impact of your training regularly and optimize content based on feedback and results.



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Fast eLearning Launch Checklist

A clear plan for a quick launch.



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