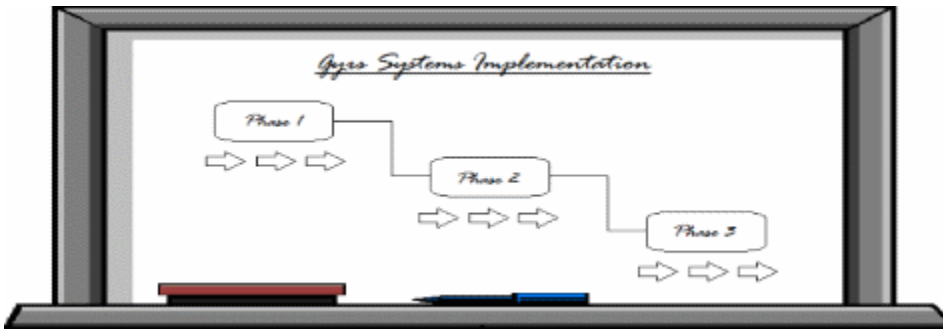


## White Board for an Organized LMS Implementation:



In the introduction to the Change Management Strategies Series we mention three major factors effecting change. These include an organized implementation plan, communication, and management buy-in.

This article will focus on an organized implementation. Whether you are in the market for new Learning Management Solution (LMS) or have recently purchased new LMS, the implementation should be at the forefront of your mind.

An LMS implementation includes the application installation (if not hosted), data migration (historical and automated), configuration, training, testing, and launch. Simply put, it is the time from which the software is purchased to the time the software is operational.

Implementations can span a wide variety of times depending on factors such as: amount of users and administrators, resources available, integrity of the data being migrated, and etc. Here at Gyrus Systems we have worked on implementations spanning 2 weeks to over 12 months.

One of the keys to a successful implementation is keeping organized. A great way to keep track of events during an implementation is to utilize a basic white board. We keep a white board wall in the office with a template of the general implementation plan. We are not saying you need an entire wall, however a simple white board could increase the organization of your LMS implementation team.

### Benefits of using a white board include:

- Keep everyone updated on the progress of the implementation
- Encourages input from all resources involved in the project
- Gives visibility of processes within the implementation
- Allows for reorganizing and re-prioritizing events and milestones in the plan
- Having the plan visible throughout the project may prevent potential conflicts during the course of the implementation.



If you have already purchased the software, hopefully you were provided an implementation plan (might be referred to as your project plan). If you were not provided a plan, or have not yet purchased an LMS, I would recommend asking for a standard implementation plan. Companies may be hesitant to provide a detailed plan until they have spoken with you about requirements, however they should be able to supply a general plan that they work from. Once you have the plan you are ready to start filling in your white board!

### **How you can use a white board to aid in your implementation:**

- Draw a rough outline of your project time line on the board
- Have a meeting to discuss key points in the time line, and the resources needed at each phase of the project
- Keep the board in a highly trafficked or visible area
- Encourage your team to provide input and suggest changes if they think the project could be managed better
- Don't worry if the board gets messy – this means people contributing
- Reevaluate the board and your progress weekly to stay organized.

See Also:

[Change Management Strategies for LMS Implementation](#)

[Communications for an LMS Implementation](#)

[Buy-in for an LMS Implementation](#)