



California Department of Technology - Vendor Hosted Subscription Service (VHSS) Learning Management System (LMS)

Implementation Planning Checklist

Revision 1.4, Revision Date: February 16, 2021

Introduction

State Entities planning to implement LMS leveraging CDT's VHSS should complete this short checklist in preparation for their implementation.

Department Overview

State Entity Name:

Contact Name:

Contact Number:

Contact Email:

Implementation Planning Checklist

Enter the owner name, scheduled date and completed date in the subsequent fields for each of the following six checklist items:

1. Develop a Project Charter

Includes securing a sponsor and business owner, defining the implementation approach, securing funding, identifying a project and technical lead.

Owner Name:

Scheduled Date:

Completed Date:

2. Define resource needs

Includes identifying business and technical team participants for: vendor evaluation and selection, technical work with the selected vendor, testing, training, implementation and rollout coordination.

Owner Name:

Scheduled Date:

Completed Date:

3. Develop business and technical requirements

Includes defining the high-level needs and specific requirements for your department's LMS system, requirements for interfaces between existing or future systems, custom reports or workflows, data migration needs from existing systems.

Owner Name:

Scheduled Date:

Completed Date:

4. Vendor evaluation and selection

Includes review of the VHSS LMS vendor list, vendor meeting(s), comparison of the department's requirements (e.g. customization vs. configuration) with the vendor offering, requesting and reviewing the vendor's quote.

Owner Name:

Scheduled Date:

Completed Date:

Refer to the Service Catalog information for each vendor to understand in-scope and out of scope activities. If the base VHSS - LMS product doesn't meet the department's requirements, then consider vendor solicitations outside of the VHSS contract for customization and/or implementation services.

5. Complete any internal technical or business preparation

Includes identifying additional work needed by the department to prepare for the implementation of the vendor system, estimated timelines based on the scope of work, any technical or business service procurement for additional work needed outside of the VHSS services.

Owner Name:

Scheduled Date:

Completed Date:

6. Submit the vendor quote to CDT through a Service Request when ready to secure LMS VHSS services.

Documentation and Resources

- [CDT Project Resources website](#)
- [California Learning Management System website](#)
- [Enterprise HR Statewide Initiative website](#)
- [Customer Engagement Account Lead](#)