

PRODUCT IDEA DEFINITION

LMS System – Breakout Programme & Mentoring Day

1. Idea Name

LMS System – Integrated tracking platform for the Breakout Programme and Mentoring Day

2. Problem Statement

All information on the Breakout Programme and the Mentoring Day is currently tracked on spreadsheets. This approach creates significant operational challenges: limited resources are available to launch new groups, there is a single point of failure in a single key individual (KK), and we lack effective mechanisms to systematically track success metrics and programme impact. This limits our ability to scale, make data-driven decisions, and maintain operational continuity.

3. Target Audience / Market

Primary Users

- Programme administrators and coordinators managing group registrations and schedules
- Executive leadership requiring reporting and impact analytics

Secondary Users (these users are not the priority yet)

- Mentors and facilitators delivering the Breakout Programme and Mentoring Day sessions
- Participants (board members, executives) accessing and completing learning activities

4. Proposed Solution

Implement an open-source Learning Management System (LMS) that consolidates all programme data into a single, centralised platform, connected to the existing Boardwave platform. The solution will:

- Centralise all Breakout Programme and Mentoring Day data in a single system of record
- Enable automated tracking of participant enrollment, attendance, and progress
- Provide real-time dashboards and reporting for impact measurement
- Distribute workload across the team, eliminating single-point-of-failure dependency
- Enable scalable management of multiple cohorts and programme iterations

5. Unique Value Proposition (UVP)

A cost-effective, open-source LMS specifically tailored to nonprofit and mentoring-focused organisations. Unlike generic SaaS platforms, this solution eliminates licensing costs, provides complete data ownership, allows customisation to match Boardwave's specific workflows, reduces operational silos by creating a collaborative digital workspace, and enables comprehensive tracking of programme impact to demonstrate value to stakeholders.

6. High-Level Features (in priority order)

Core Platform Features

- User management: roles-based access (admin, mentor, participant, viewer)
- Programme and cohort management: create, schedule, and manage multiple groups
- Participant registration and enrollment workflow
- Attendance and participation tracking

Reporting & Analytics

- Customisable dashboards for programme overview and progress
- Participant engagement metrics
- Completion and certification tracking
- Export capabilities for further analysis

Content & Learning

- Course/module creation and organisation
- Support for rich content: documents, videos, links, discussion forums
- Assessment and feedback tools

7. Success Criteria

Phase 1 (Implementation)

- Successfully migrate existing programme data from spreadsheets
- System is operational and accessible to all intended user groups
- Link to Boardwave platform
- Completion of training and adoption

Phase 2 (Ongoing)

- Reduced administrative time spent on data entry and tracking
- Successful scaling to launch new cohorts with minimal additional resources
- Improved data accuracy and real-time visibility of programme status
- Ability to generate impact reports demonstrating programme value

8. Risks & Assumptions

Key Risks

Risk	Description	Mitigation
User adoption	Staff resistance to moving from spreadsheets	Comprehensive training, phased rollout, early wins
Technical expertise	Limited in-house technical capacity for setup and maintenance	Use managed hosting option; engage external support as needed
Data migration	Incomplete or inaccurate data transfer from current spreadsheets	Detailed data audit and validation before migration

Key Assumptions

- Current programme data can be successfully exported from existing spreadsheets.
- Users have basic computer literacy and internet access
- The organisation has a budget for hosting and support services

- Executive leadership is committed to the change management process

9. Estimated Effort / Resources

To be defined

10. Strategic Fit

This initiative directly supports Boardwave's mission to develop board-ready talent and strengthen organisational leadership. By creating a systematic, scalable platform for the Breakout Programme and Mentoring Day, we can reach more participants, demonstrate measurable impact, and reduce operational bottlenecks that currently limit growth. The investment in digital infrastructure positions Boardwave as a modern, data-driven organisation while freeing up team resources to focus on programme quality and participant experience. The cost-effectiveness of open-source technology means this investment is sustainable for a nonprofit organisation and can generate significant operational savings over time.