

LMS Launch & Implementation Checklist

This checklist ensures a smooth and complete course implementation during the 'Implement' phase of the ADDIE model. Use it to coordinate LMS deployment, learner access, facilitator readiness, and support planning.

1. Course Deployment

- ☐ Upload SCORM/xAPI packages to LMS
- ☐ Set course title, description, and thumbnail
- ☐ Define start/end dates and availability
- ☐ Test course navigation and media playback

2. User Setup

- ☐ Import learner list or enroll manually
- ☐ Assign user roles (learner/instructor/facilitator)
- ☐ Verify login credentials and access permissions
- ☐ Send confirmation emails to enrolled users

3. Technical QA

- ☐ Test on multiple devices (desktop, tablet, mobile)
- ☐ Ensure all links, videos, and files work correctly
- ☐ Verify quiz logic, scoring, and tracking functionality
- ☐ Confirm course completion triggers work properly

4. Communication

- ☐ Send launch announcement to learners
- ☐ Notify facilitators of start date and responsibilities
- ☐ Provide learner welcome email or course access guide

5. Facilitator Materials

- ☐ Upload facilitator guide or teaching plan
- ☐ Distribute session checklists or PowerPoints
- ☐ Conduct a prep meeting with facilitators, if needed

6. Support Plan

- ☐ Define contact process for tech support requests
- ☐ Set up learner feedback or evaluation form
- ☐ Confirm post-launch monitoring responsibilities