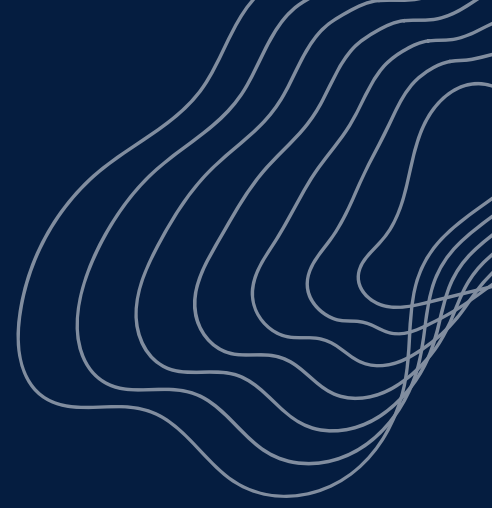


THE ULTIMATE LMS REQUIREMENTS CHECKLIST ✓

A practical buyer's guide to evaluating Learning Management Systems for organizational training and development



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Introduction

Why Choosing the Right LMS Matters?

Selecting the right Learning Management System (LMS) is one of the most important decisions for HR, Learning & Development (L&D), and training leaders. The right platform supports business goals, engages learners, integrates smoothly with existing systems, and scales as the organization grows.

This checklist helps decision-makers evaluate and compare LMS options based on functionality, usability, scalability, security, and support. It can be used to assess current systems, shortlist vendors, or guide full procurement processes.



Disclaimer:

The information provided in this eBook is intended for educational purposes and general guidance only.

Costs and Onboarding

→ Check how much the platform costs, and how easy and affordable it is to get started.

		Option 2	Option 3
Monthly cost			
Installation and setup cost	Free and included		
Onboarding cost	Free and included		
Free demo sessions	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Free user/admin onboarding	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Free trial	14 Days	Days	Days
Free limited version	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No

Learning Experience and Engagement

→ See how well the platform keeps employees interested, motivated, and moving through their training.

		Option 2	Option 3
Learning paths	☒	☐	☐
Focused learning space	☒	☐	☐
Personalized learning	☒	☐	☐
Social learning	☒	☐	☐
Gamification	☒	☐	☐
Certificates	☒	☐	☐
Course catalog	☒	☐	☐
Discussions	☒	☐	☐
Peer reviews	☒	☐	☐
Self-assessments	☒	☐	☐
Learner engagement tools	☒	☐	☐
Learner progress tracking	☒	☐	☐
In-platform support	☒	☐	☐
Single-use enrollment links	☒	☐	☐

User Interface and Accessibility

- Make sure the platform is easy to use for everyone, on any device, and accessible to all learners.

		Option 2	Option 3
Modern, clean interface	☒	☐	☐
Easy navigation	☒	☐	☐
Mobile-friendly design	☒	☐	☐
Multilingual interface	☒	☐	☐
Accessibility (WCAG 2.1 AA)	☒	☐	☐
Light and dark mode	☒	☐	☐
Avatars and profile pictures	☒	☐	☐

Content Creation and Management

→ Check how quickly you can create, update, and manage training content with your team.

		Option 2	Option 3
AI course builder	☒	☐	☐
SCORM support	☒	☐	☐
File uploads (media, docs, slides)	☒	☐	☐
Flexible content types	☒	☐	☐
Team collaboration on courses	☒	☐	☐
Internal editor notes	☒	☐	☐
Tasks for learners	☒	☐	☐
Assessments and grading	☒	☐	☐
Unlimited storage	☒	☐	☐
Content performance insights	☒	☐	☐
Localized training content	☒	☐	☐
Video hosting on platform	☒	☐	☐
Video via YouTube	☒	☐	☐

AI Tools for Learning

→ See how AI can help you save time, support learners, and improve training quality.

		Option 2	Option 3
AI learning tutor	☒	☐	☐
AI support ticket replies	☒	☐	☐
AI content generation	☒	☐	☐
Text-to-speech lessons	☒	☐	☐
AI translation	☒	☐	☐
AI-assisted evaluation	☒	☐	☐

Reports and Analytics

→ Confirm you can measure progress, performance, and impact with clear, useful data.

		Option 2	Option 3
Overview dashboards	☒	☐	☐
Real-time reports	☒	☐	☐
Individual and team performance	☒	☐	☐
Course completion tracking	☒	☐	☐
Custom reports	☒	☐	☐
Training feedback tools	☒	☐	☐
Data visualizations	☒	☐	☐
User activity logs	☒	☐	☐
Leaderboards	☒	☐	☐
Central email hub	☒	☐	☐
Learner sentiment insights	☒	☐	☐
Custom user fields	☒	☐	☐

Users, Roles, and Access

→ Check how easily you can organize people, control access, and support different roles.

		Option 2	Option 3
User management	☒	☐	☐
Permission and access control	☒	☐	☐
Role-based portals	☒	☐	☐
Learner groups (teams/departments)	☒	☐	☐
Bulk user import	☒	☐	☐
User invitations	☒	☐	☐
Self-registration	☒	☐	☐
Email domain restrictions	☒	☐	☐
Archive inactive users	☒	☐	☐
Impersonate user view	☒	☐	☐
User profiles	☒	☐	☐

Branding and Customization

- Ensure the platform can look and feel like your company, not a generic tool.

		Option 2	Option 3
Full white labeling	☒	☐	☐
Custom domain	☒	☐	☐
Custom logo	☒	☐	☐
Custom color scheme	☒	☐	☐
Custom CSS	☒	☐	☐
Page builder	☒	☐	☐
Custom homepage	☒	☐	☐
Custom certificate designs	☒	☐	☐
Custom header and footer	☒	☐	☐
Use own email server	☒	☐	☐
Custom email templates	☒	☐	☐

Security and Compliance

→ Make sure your data, employees, and organization are protected and compliant.

		Option 2	Option 3
GDPR-compliant data handling	☒	☐	☐
Secure hosting	☒	☐	☐
Data encryption and secure login	☒	☐	☐
SSL (HTTPS)	☒	☐	☐
IP whitelisting	☒	☐	☐
Regular backups	☒	☐	☐
Disaster recovery	☒	☐	☐
Data export/download	☒	☐	☐
Privacy mode for content	☒	☐	☐

Integrations and Automation

- Check how well the platform connects to your existing tools and automates routine work.

		Option 2	Option 3
Zapier integration	☒	☐	☐
n8n integration	☒	☐	☐
Make (Integromat) integration	☒	☐	☐
API and webhooks	☒	☐	☐

Training Library

- Does the provider also present an extensive training library suitable for modern workspaces?

		Option 2	Option 3
Access to training library	☒	☐	☐
Artificial Intelligence trainings	☒	☐	☐
Cybersecurity trainings	☒	☐	☐
Compliance trainings	☒	☐	☐
Productivity trainings	☒	☐	☐
Company own trainings	☒	☐	☐

Conclusion

01.

A Guide, Not a Scorecard

Use this checklist as a practical guide to compare options, not a strict pass/fail test. Focus on what really supports your training goals.

02.

Tailor It to Your Organization

Adapt the items to your size, culture, and industry. Add, remove, or highlight points to ensure the checklist reflects what matters to your company.

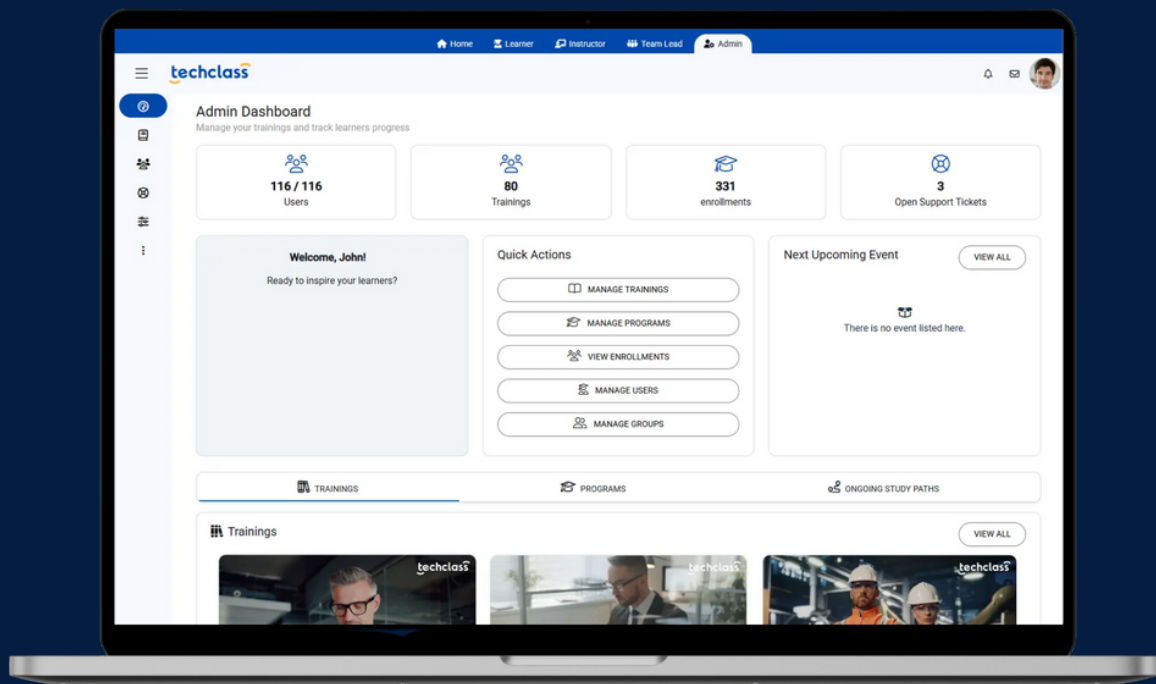
03.

Keep Learning Practical

Use the checklist to choose tools that connect training to real tasks, roles, and performance. The right LMS should help employees learn what they need and apply it on the job quickly.

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