

LMS Review Timeline

This timeline is merely a suggestion and offered as a tool to help your team think through various stages of the review process. To customize for your institution, click *File > Make a Copy* and personalize as needed.

Phase I: Prepare for a Formal Review

Much of the time involved in implementing a new system will depend on how clearly the institution's requirements have been defined, and the amount of complexity present to support how your institution operates.

Self-hosted System

- 6-12 months expected

Vendor-hosted System

- 3-9 months expected

January - March Year 1	Campus System Administrators <ul style="list-style-type: none">• Communicate the intent to do a formal review to campus stakeholders, including faculty• Determine vendor systems to review by viewing demos and webinars• Deploy a User Needs Survey to faculty to gather data on the use of your current system, its functionality, and user need gaps (prioritize must haves, should haves, and nice to haves)• Offer vendor-led demonstrations for all users/administrators (in-person & webinar options)
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Phase II: Initiate the Formal Review

Request for Proposal (if applicable)

March - April	Campus System Administrators <ul style="list-style-type: none">• Develop and issue RFP to vendor(s), specifically documenting your institutional LMS needs
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Pilot Timeline (Fall - Spring example)

April - May	Campus System Administrators <ul style="list-style-type: none">• Identify and clarify review objectives• Campus announcement of upcoming pilot• Set up pilot environment• System administrator pilot planning meeting• Identify pilot participants
June	Campus System Administrators <ul style="list-style-type: none">• Development of training materials and dates• Set up pilot environment (cont.)• Set up communication channels for pilot participants (course within LMS, listserv, discussion board, etc.)

July - August	<p>Campus System Administrators & Pilot Participants</p> <ul style="list-style-type: none"> • Orientation & training for pilot participants (asynchronous online training course, face-to-face training workshop, etc.) <p>Campus System Administrators</p> <ul style="list-style-type: none"> • Begin course design for fall pilot courses • Schedule routine consultation and support dates for pilot participants • Enrollment of students • Deploy courses to pilot participants • Begin development of review assessment & evaluation tools (rubric, surveys, focus groups, etc.)
September - October	<p>Campus System Administrators</p> <ul style="list-style-type: none"> • Finalize assessment & evaluation tools • Continue consultation and support to pilot participants • Begin collecting data from faculty and student fall pilot participants (survey related to user experience with new LMS) • Complete analysis of data gathered from faculty and student participants (**see evaluate systems timeline below)
November - December	<p>Campus System Administrators</p> <ul style="list-style-type: none"> • Determine if you wish to expand the pilot to the spring semester • Call for spring pilot participants • Orientation & training for pilot participants (asynchronous online training course, face-to-face training workshop, etc.)
January - March Year 2	<p>Campus System Administrators & Pilot Participants</p> <ul style="list-style-type: none"> • Launch spring pilot <p>Campus System Administrators</p> <ul style="list-style-type: none"> • Begin documenting pilot experiences and concerns from fall pilot participants • Organize & invite top 1-2 vendors to campus for live presentation/demonstration
April	<p>Campus System Administrators</p> <ul style="list-style-type: none"> • Complete analysis of pilot participant data • Finalize a recommendation report to be presented to key decision-makers

Phase III: Formally Evaluate Systems

Note: there is overlap in timeline suggestions with Phase II of the process.

Needs Analysis

September - October Year 1	<p>Campus System Administrators</p> <ul style="list-style-type: none"> • Evaluate systems utilizing RFP documentation and rubric evaluation criteria (see "Evaluate" tab)
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January - March Year 2	Campus System Administrators <ul style="list-style-type: none"> Organize & invite top 1-2 vendors to campus for live presentation/demonstration
March - April	Campus System Administrators <ul style="list-style-type: none"> Communicate analysis data and system recommendation in a formalized report to key decision-making stakeholders (if applicable)

Phase IV: Implement Chosen System

Note: During this time you may have several systems running at once as new contracts are instituted and old contracts are extended, eventually expiring.

Contract & Implementation

April - May Year 2	Campus System Administrators <ul style="list-style-type: none"> Sign vendor contract Communicate change of system to entire University learning community Begin administrator training with vendor support Identify & implement general and customized system configurations Develop user training for faculty/students Identify early adopter user groups for Fall rollout and market dates and key information
June - July	Campus System Administrators & Early Adoption Participants <ul style="list-style-type: none"> Offer and communicate several training options and dates for early adopters (Fall) Rollout course access to early adopter faculty
August - October	Campus System Administrators <ul style="list-style-type: none"> Offer 1:1 support to early adopter users
October - December	Campus System Administrators <ul style="list-style-type: none"> Communicate rollout dates for next group (or all remaining) of users Market system change (especially if access to old system is being removed) to entire university