

Learning Management System Decision Criteria - Score Card

			TVU			Plateau			Click2Learn			Knowledge Planet			Saba			Thing			Smartforce			Docent		
Requirements Category:	Total Possible:	Relative Weight	Vendor score	% of success	Weighted Score:	Score:	% of Success	Weighted Score:	Score:	% of Success	Weighted Score:	Score:	% of Success	Weighted Score:	Score:	% of Success	Weighted Score:	Score:	% of Success	Weighted Score:	Score:	% of Success	Weighted Score:	Score:	% of Success	Weighted Score:
Functionality Requirements																										
1.0 Registration	775	12%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
2.0 Course Catalog	250	6%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
3.0 Skills Management and Curriculum Management	300	3%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
4.0 Reporting	400	7%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
5.0 Course Delivery	250	3%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
6.0 Feedback and Surveys	100	2%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
7.0 User Support	100	3%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
8.0 Configuration	100	4%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
Scores:	2275	40%	0		0%	0		0%	0		0%	0		0%	0		0%	0		0%	0		0%	0		0%
Technical Requirements																										
9.0 Standards	900	13%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
10.0 Security	200	3%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
11.0 Technical Support	100	4%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
Scores:	1200	20%	0		0%	0		0%	0		0%	0		0%	0		0%	0		0%	0		0%	0		0%
Vendor Information																										
12.0 Financial / Reputation	200	6%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
13.0 Company Partnerships	90	1%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
14.0 Resources	100	2%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
15.0 Skills and Experience	100	4%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
16.0 Product Offering	50	2%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
Scores:	540	15%	0		0%	0		0%	0		0%	0		0%	0		0%	0		0%	0		0%	0		0%
Pricing																										
17.0 Product Pricing Structure	50	25%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%	0	0%	0%
Scores:	50	25%			0%			0%			0%			0%			0%			0%			0%			0%
Total Weighted Score:	4065	100%			0%			0%			0%			0%			0%			0%			0%			0%

<p>Weight: L = Low Importance. Application should still be considered even if this need cannot be met within the relevant future. (1 point) M = Medium Importance. Application should meet this requirement partially within the relevant future, with active plans to fully meet requirement as soon as possible. (3 points) H = High Importance. Application must meet this requirement fully by the relevant future. (5 points) E = Essential. Application MUST meet this requirement in the immediate future. (10 points)</p>	<p>Rating: 0 = Does not meet expectations. Application cannot meet the requirement specified and will not be able to meet it within the relevant future. 2 = Meets expectations minimally. The requirement can be met, but has severe limitations and/or requires massive customization. Or, application may not meet the requirement, but has plans to meet it minimally within the relevant future. 3 = Meets most expectations. The requirement can be met, but may require some customization. Has plans to meet expectations fully within the relevant future. 4 = Meets all expectations. Requirement can be met fully within a reasonable amount of time and effort. 5 = Exceeds expectations. Exceeds expectations of meeting this need. Or, meets the requirements needs fully and has plans to improve functionality even further within the relevant future.</p>
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	Weight:	TVU		Plateau		Click2Learn		Knowledge Planet		Saba		ThinQ		Smartforce		Docent		Total Possible Score:		Comments
		Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:			
Requirements:																				

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		Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:				
1.0 Registration																					
1.001	Provide online self-registration for instructor-led courses, conferences, and CBTs	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.002	Provide group registration	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.003	Generate registration email confirmation	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.004	Generate cancellation email confirmation	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.005	Print name tags based on class roster	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.006	Print table tents	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
1.007	Provide email notifications of class changes	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.008	Provide and enforce registration cutoff time	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.009	Provide and enforce cancellatong by (student) cutoff time	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.010	Set minimum and maximum enrollment limits	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.011	Provide a description of the course	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.012	Allow Computer-Based Training or instructor-led training	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.013	Provide the ability to approve/deny student for a course	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.014	Provide the ability to generate an approval notification via email	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
1.015	Cancel a class	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
1.016	Generate an email reminder prior to start of course	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
1.017	Allow for waitlist generation	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
1.018	Allow for the scheduling of courses on non-contiguous days	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
		Score:		0		0		0		0		0		0		0		775			
2.0 Course Catalog																					
2.001	Provide an online catalog with schedule and course descriptions	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
2.002	Search the catalog based on keywords	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
2.003	Sort and filter catalog to build a curriculum for a student, a group, or a subgroup of	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
2.004	Set course prerequisites (required and recommended)	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
2.005	Limit access to certain courses based on defined currculums or user groups	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
2.006	Allow the the user to search external databases, such as the USDA graduate school	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
		Score:		0		0		0		0		0		0		0		250			
3.0 Skills Management and Curriculum Management																					
3.001	Provide the ability to record skills or competencies	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
3.002	Link competencies to courses and tests	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
3.003	Recommend training based on skill set evaluation and predefined guidelines	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
3.004	Group courses into curriculums for specific user groups	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
3.005	Provide the ability for a supervisor to recommend a competency curriculum	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
3.006	Can specific features and functions be enabled by curriculum or user group	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
		Score:		0		0		0		0		0		0		0		300			

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		Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:				
4.0 Reporting																					
4.001	Provide standards reports please list	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
4.002	Provide enrollment and registration reports	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
4.003	Provide attendance reports	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
4.004	Provide user satisfaction survey reports	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
4.005	Provide individual training history reports	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
4.006	Create custom reports with templates	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
4.007	Export reports to other applications, MS Excel in particular	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
4.008	Archive courses as they are updated fo that report information can be retrieved: ex:	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
		Score:		0		0		0		0		0		0		0		0		400	
5.0 Course Delivery																					
5.001	Store and launch CBTs	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
5.002	Provide the ability to bookmark and exit a course to return later at same point in	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
5.003	Score a test/evaluation online	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
5.004	Print certificates once notification has been received a student has completed a course is received (automatic for CBT, manual for ILT)	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
5.005	Provide general subject CBTs integrated into the platform, either through your own	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
		Score:		0		0		0		0		0		0		0		0		250	
6.0 Feedback and Surveys																					
6.001	Provide training evaluation functionality	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
6.002	Create and manage surveys independent of course	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
		Score:		0		0		0		0		0		0		0		0		100	
7.0 User Support																					
7.001	Provide online help (yes=4 no=0)	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
7.002	Provide online tutorial (yes=4 no=0)	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
		Score:		0		0		0		0		0		0		0		0		100	
8.0 Configuration																					
8.001	Provide customizable user interface (graphics, fonts, headings, and labels can be	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
8.002	Provide the ability the customize or remove fields	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
		Score:		0		0		0		0		0		0		0		0		100	
		Total Score:		0		0		0		0		0		0		0		0		2275	

Weight:
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E = Essential. Application **MUST** meet this requirement in the immediate future. (10 points)

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		Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:				
9.0 Standards																					
9.001	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.002	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.003	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.004	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.005	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.006	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.007	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.008	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.009	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.010	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.011	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.012	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.013	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.014	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.015	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.016	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.017	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
9.018	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
Score:			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	900		
10.0 Security																					
10.001	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
10.002	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
10.003	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
10.004	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
Score:			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	200		
11.0 Technical Support																					
11.001	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
11.002	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
Score:			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100		
Total Score:			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1200		

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12.0 Financial / Reputation																					
12.001	Increasing in gross profit	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
12.002	Decreasing net loss over last two years	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
12.003	Current Ratio	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
12.004	Cash on hand	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
12.005	Increasing R&D Expenditures over last two years	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
		Score:		0		0		0		0		0		0		0		200			
13.0 Company Partnerships																					
13.001	Alliance with Content Development Provider	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
13.002	Alliance with Content Delivery Provider	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
13.003	Alliance with Virtual Classroom Provider	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
13.004	Alliance with Performance Management Provider	M	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	15	
		Score:		0		0		0		0		0		0		0		90			
14.0 Resources																					
14.001	Product consultants are available to aid in implementation.	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
14.002	Technical Support is provided in-house	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
14.003	Turnover is less than 25% per year	H	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	25	
		Score:		0		0		0		0		0		0		0		100			
15.0 Skills and Experience																					
15.001	Have implemented products at three or more government clients in the last three years.	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
15.002	Total number of implementations over the last three years is 25 or more	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
		Score:		0		0		0		0		0		0		0		100			
16.0 Product Offering																					
16.001	Release new, major version of product at least once per year.	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
		Score:		0		0		0		0		0		0		0		50			
		Total Score:		0		0		0		0		0		0		0		450			

<p>Weight: L = Low Importance. Application should still be considered even if this need cannot be met within the relevant future. (1 point) M = Medium Importance. Application should meet this requirement partially within the relevant future, with active plans to fully meet requirement as soon as possible. (3 points) H = High Importance. Application must meet this requirement fully by the relevant future. (5 points) E = Essential. Application MUST meet this requirement in the immediate future. (10 points)</p>	<p>Rating: 0 = Does not meet expectations. Application cannot meet the requirement specified and will not be able to meet it within the relevant future. 2 = Meets expectations minimally. The requirement can be met, but has severe limitations and/or requires massive customization. Or, application may not meet the requirement, but has plans to meet it minimally within the relevant future. 3 = Meets most expectations. The requirement can be met, but may require some customization. Has plans to meet expectations fully within the relevant future. 4 = Meets all expectations. Requirement can be met fully within a reasonable amount of time and effort. 5 = Exceeds expectations. Exceeds expectations of meeting this need. Or, meets the requirements needs fully and has plans to improve functionality even further within the relevant future.</p>
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Requirements:	Weight:	TVU		Plateau		Click2Learn		Knowledge Planet		Saba		Thing		Smartforce		Docent		Total Score Possible:		Comments	
		Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:	Actual Rating:	Score:				
17.0 Product Pricing Structure																					
17.001	Product Offering Cost is within expected range	E	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	
Total Score:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50		