

# The Scoop:

SFA University is in the process of selecting and implementing a Learning Management System (LMS) to support the administration, delivery and integration of training throughout SFA.

The LMS is a critical solution that will support the delivery of both internal staff and external partner training, plus conference registration through the Channels. Some of the services the LMS will provide include course registration; a central library of SFA training materials; access to courses for SFA staff and external customers - a "catalog"; assessment instruments; employee transcripts; and a link to HR defined skills.

This solution will provide real value to all of SFA in reducing costs, streamlining processes, and providing services that currently do not exist in a single system.

# What does an LMS do?

An LMS:

- Manages Curriculums
- Provides Skill Gap Analysis
- Facilitates Registration for Courses
- Presents a Searchable Course Catalog
- Delivers Computer-Based Training (CBT)
- Manages Training Resources
- Facilitates Online Testing
- Generates reports

# What's the plan?

**Phase I** of this project focuses on identifying the functionality the LMS should provide and the selection of the LMS software package. Our strategy is to get your input to help define all the possible uses for an LMS, and then determine which software comes closest to meeting these needs. We need input from your subject matter experts (SME) in the Channels and Enterprise Units to ensure the LMS meets the needs of the entire organization. This phase will culminate with a solution recommendation by the end of July.

**Phase II** of this project focuses on designing, building, and implementing basis LMS functions for internal customers and expected to take place from August through October 2001.

**Phase III** of this project focuses on customizing and extending LMS functionality for internal and external customers and is expected to take place from November 2001 through March 2002.

# What is an SME?

During the period of a project that concerns solution selection, the LMS solution team interviews several Subject Matter Experts (SME) to gather SFA University's requirements for the Learning Management System (LMS).

“Requirements” means a plain-English, non-technical list of what the SME needs the LMS to accomplish. Once all the SMEs have been interviewed, the list is compiled into an Request for Proposal (RFP) for vendor selection.

You were chosen as an SME because you have knowledge and expertise that is highly valuable and will help SFA University to choose the best possible solution.

# What are my responsibilities as an SME?

- Meet with the LMS Solution Team (these meetings last up to two hours)
- Research and prepare answers to preliminary questions provided by the solution team
- Review the requirements that have already been identified for thoroughness and accuracy
- Add any other requirements that may be useful for your organization
- Review meeting summaries after the meeting for thoroughness and accuracy