

**BUILD  
EMPIRE**

# LMS Buyers Checklist

for non-profit



# Current LMS assessment



Reflect on the strengths and gaps in your current LMS

Area	Assessment Question	Yes/ No	Notes
<i>User experience</i>	Is the LMS intuitive and easy for all user types (admins, learners, SMEs)?	<input type="checkbox"/>	
<i>Engagement</i>	Are users regularly engaging with training content?	<input type="checkbox"/>	
<i>Reporting</i>	Does it provide robust reporting and analytics?	<input type="checkbox"/>	
<i>Content support</i>	Does it support SCORM, xAPI, video, microlearning, etc.?	<input type="checkbox"/>	
<i>Tech limitations</i>	Are you facing downtime, loading issues, or outdated UX?	<input type="checkbox"/>	
<i>Support</i>	Is vendor support timely and knowledgeable?	<input type="checkbox"/>	
<i>Cost</i>	Is the ROI aligned with your learning goals?	<input type="checkbox"/>	

# Core requirements



Requirements	Priority	Must have?	Notes
<i>Easy user onboarding (admins + learners)</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>Customisable branding</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>Mobile accessibility</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>Learning paths/ curriculum builder</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>Gamification</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>Built-in content authoring</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>Integrations</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>Reporting and data export options</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>API access</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>User segmentation</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	
<i>Certification and compliance tracking</i>	<i>High/Mid/Low</i>	<input type="checkbox"/>	

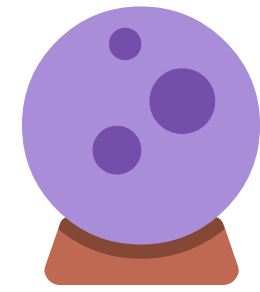
# Non-profit considerations



Feature	Why it matters	Required?	Notes
<b>Integration</b>	Keeps data accurate and reduces admin work	<input type="checkbox"/>	
<b>Accessibility and inclusivity</b>	Ensures everyone can access and benefit from training	<input type="checkbox"/>	
<b>Data privacy and compliance</b>	Protects your organisation's reputation and meets legal requirements		
<b>Cost-effective and scalable</b>	Delivers value now and supports future growth		



# Scalability and future proofing



Consideration	Question	Must have?	Notes
<b>Scales to 10x current users</b>	Can the LMS grow with us?	<input type="checkbox"/>	
<b>Modular features</b>	Can you add or remove functionality as needed?	<input type="checkbox"/>	
<b>Multi-region/server support</b>	For global orgs	<input type="checkbox"/>	
<b>AI or adaptive learning roadmap</b>	Forward-looking capability	<input type="checkbox"/>	

# Vendor and support evaluation



Questions	Yes / No	Notes
<i>Do they offer a sandbox or free trial?</i>	<input type="checkbox"/>	
<i>Is implementation supported (onboarding, migration)?</i>	<input type="checkbox"/>	
<i>What's their SLAs and uptime guarantee?</i>	<input type="checkbox"/>	
<i>Are customer reviews positive and relevant to your sector?</i>	<input type="checkbox"/>	
<i>Is pricing transparent and predictable?</i>	<input type="checkbox"/>	



## Final steps checklist

Here are 6 final steps that will help you complete your LMS buyer checklist

- ✓ Conduct stakeholder interviews (programme managers, volunteer coordinators, IT, operations)
- ✓ Gather feedback on current LMS pain points
- ✓ Prioritise 5–7 "non-negotiables"
- ✓ Demo at least 3 platforms
- ✓ Map features to goals using this checklist
- ✓ Pilot test with a small group

**BUILD  
EMPIRE**

# Get in touch

We pride ourselves on putting the needs of our customers first, and creating innovative solutions that solve their biggest challenges.

**[Book a demo](#) to see our platform in action.**

