



LMS Buyers Checklist



for training providers



Current LMS assessment



Reflect on the strengths and gaps in your current LMS

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Tech limitations	Are you facing downtime, loading issues, or outdated UX?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

Core requirements

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

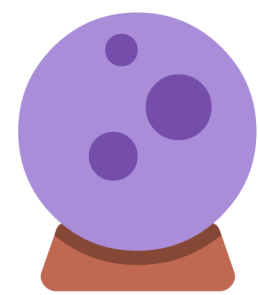
Training Provider considerations



Feature	Why it matters	Required?	Notes
Client-facing dashboards	For empowering clients to track learner progress and engagement themselves	<input type="checkbox"/>	
E-commerce and monetisation features	Sell courses directly from the platform	<input type="checkbox"/>	
Client onboarding and support workflows	How easily the LMS supports onboarding new clients and ongoing account management	<input type="checkbox"/>	
Scalability	Ability to handle different client sizes, industries, and requirements smoothly	<input type="checkbox"/>	



Scalability and future proofing



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



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.

