

Learning Management System (LMS) Comparison Checklist



→ Step 1: Determine Your Organization's Learning Needs

Before we dive into specific LMS features, you should know your organization's needs and pain points.

- Audit your Current Training Process**
 - How is training currently conducted?
 - What feedback have you received from employees or trainers?
 - What are the pain points or inefficiencies in your current process?

- Survey Employees**
 - What learning styles do your employees prefer (e.g., visual, hands-on, self-paced)?
 - What motivates them to engage in training?
 - Are there specific training topics or formats they find most valuable?

- Identify LMS Use Cases**

Will the LMS be used for:

 - Onboarding new employees?
 - Employee development and upskilling?
 - Compliance and regulatory training?
 - Technical or product-specific training?
 - Diversity, Equity, and Inclusion (DEI) training?
 - Cross-functional or leadership training?



- Assess Your Organization's Scope**
 - What is the size of your organization (number of employees)?
 - Will different departments or teams need unique training programs?
 - Are there unique needs for remote or global workers?

- Decide on Course Creation Strategy**
 - Will you rely on pre-made courses?
 - Do you plan to create your own custom courses?
 - Will you use a blend of pre-made and custom courses?
 - Does your LMS need to support:
 - Webinars
 - Live training
 - Readings

→ *Step 2:* Identify the Key Features You Want

Now, we will explore the specific features of an LMS so you can decide which features to prioritize in your search.

- User Management**
 - How easy is it to manage users, roles, and permissions? Understand the process for enrolling new users and assigning roles.

- Content Management**
 - The LMS should support a variety of content formats (text, video, pdf, simulation, etc.) and include tools for creating, scheduling, and distributing content.

- Advanced Search & Organization**
 - To keep things organized for users and administrators the LMS might provide a centralized library of resources with advanced search features such as filter tags, keywords, and course groups.



- Creating Courses**
 - How much customization do you need? If you plan on creating a lot of your own content, you'll want to make sure the course-building tools are easy to use and can accommodate the number of users you'll have working on a course at once.
- Automation**
 - To alleviate manual tasks, find out if the LMS can automate notifications, course assignments, training renewals, and follow-ups.
- Data Analytics**
 - Choose an LMS that provides the data you need to show compliance, track progress, and measure engagement. If you need more detailed reporting, look for an LMS that offers customizable dashboards and reports.
- User Experience**
 - Ensure the platform is easy to navigate and offers in-system tutorials or support to guide users through the process.
- Integrations**
 - See if the LMS integrates with your existing HR systems to connect employee data across platforms.
- Scalability**
 - Make sure the LMS can scale with your organization's growth, accommodating more users and courses while supporting diverse learning needs and team structures.
- Collaboration Tools**
 - An LMS with collaboration features that let users chat with each other and instructors can help create a community and share experiences.
- Progress Assessment**
 - Look for built-in assessments such as quizzes, surveys, and peer reviews to monitor learner progress, provide feedback, and determine training effectiveness.



- Mobile Capabilities**
 - Employees are more likely to engage with learning content if they can access it on their mobile devices, both online and offline, allowing them to complete training anywhere at any time.
- SCORM Compliance**
 - Is the LMS SCORM (Sharable Content Object Reference Model) compliant? This is one of the most popular learning document standards that ensures your training content is easily transferable between platforms.
- Security and Data Privacy**
 - Does the LMS share what security measures they take to maintain compliance?
 - If not, don't be afraid to ask during the buying process.
- Accessibility**
 - Ensure the LMS provides accessibility features like alternative text, assistive technology support, and multiple language options to cater to diverse learners.
- Feedback Methods**
 - Is there a way to easily receive feedback through built-in surveys, ratings, or other feedback collection tools?

→ *Step 3:* **Identify LMS Vendor Support and Service**

Determine what level of support you may need to implement and operate your LMS.

- Customer Support Availability**
 - What kind of support does your LMS offer?
 - Think about beyond a traditional chat line: are there support articles, training modules, or webinars?



- Mobile Capabilities**
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- Implementation Assistance**
 - Does the vendor offer help with implementation? Understand what level of support you'll get during the initial setup.

- Training and Onboarding**
 - Is user training included for administrators, managers, and learners? Determine if there are tutorials, webinars, or hands-on training sessions to get your team up to speed.

- Technical Support Options**
 - How responsive is the vendor's technical support? Check if they offer email, chat, or phone support and whether there's a dedicated account manager.

- Community Support and Resources**
 - Is there a user community where you can exchange tips, share best practices, and access additional resources? A strong community can be a valuable resource.

→ **Step 4: Determine LMS Pricing**

Here are some things to consider when looking at pricing for an LMS:

- Set Up and Support Fees**
 - Does the LMS vendor charge one-time setup fees or ongoing support costs? Understand the full scope of pricing to avoid hidden fees.

- Free Trial or Demo Availability**
 - Does the vendor offer a free trial or demo period? This can help you test the platform to ensure it meets your needs before making a financial commitment.



- Course Pricing**
 - Will you need to purchase pre-made courses, or are they included with the LMS? Some platforms may charge extra for premium or industry-specific training materials.

- Subscription vs. One-time Cost**
 - Is the LMS priced on a subscription basis (monthly or annually), or is there a one-time purchase option? Make sure the pricing model aligns with your budget and organizational growth plans.

- Additional Fees for Advanced Features**
 - Are there any additional costs for advanced features, such as analytics, integrations, or mobile access? Ensure you're aware of any feature-specific pricing.

- Customization Costs**
 - If you need specific customization to meet your organization's unique needs, ask if there are additional fees for custom development or support.

- User Licensing**
 - How does the LMS handle user licensing?
 - Are you charged per user, per active user, or based on overall usage?

Quick Guide: Types of LMS

LMS DELIVERY TYPES



Web Based LMS

- Hosted by a vendor
- Usually, subscription-based
- Access anywhere with internet
- Limited to customization offered by vendor
- Vendor handles software updates and maintenance



Self-Hosted LMS (Installed LMS)

- Usually, a one-time purchase
- Hosted by organization
- The organization is in charge of the upkeep
- Greater customization
- Limited location access

LMS OWNERSHIP TYPES



Open-Source

- Free code that can be used to build LMS
- Extremely customizable
- Requires in-house expertise to build and manage



Commercial LMS (Closed-Source)

- LMS code is owned by the vendor
- Support and maintenance provided by the vendor
- More user-friendly (less upfront work required)

How Mitratesch Can Help

Ready for a better way to do learning management? Mitratesch's LMS is designed to elevate employee education and engagement. Our platform streamlines learning management through an intuitive interface, making it easy to create and deliver multimedia content, manage training programs, and track progress.

Key Benefits:

- **Seamless Course Creation:** Build engaging, evergreen training materials effortlessly, ensuring your employees always have access to vital information.
- **Auto-Enrollment:** Simplify onboarding and ongoing training by automatically enrolling employees in relevant courses, saving you time and manual effort.
- **Mobile Accessibility:** Enable learning on the go with support for any device—smartphones, tablets, or computers—so your team can learn anytime, anywhere.
- **Engaging Assessments:** Use quizzes and assessments to reinforce learning and keep employees engaged, ensuring they absorb key information.
- **Real-Time Reporting:** Maintain compliance and measure success with real-time analytics, giving you insights to enhance training effectiveness.

Partnering with Mitratesch means empowering your employees, reducing turnover, and fostering a culture of continuous growth. Let us help you simplify learning management and drive better outcomes for your organization. Schedule a demo with our team today!

[Schedule a Demo ▶](#)