

LMS IMPLEMENTATION PLAN TEMPLATE

Implementation Steps	Suggested Timeline	Notes
PLANNING STAGE		
Set training goals with stakeholders	2 days	
Identify training needs	2–3 weeks	
Establish an LMS implementation plan and timeline	2 days	
PREPARATION STAGE		
Assign roles to team members	2 days	
Develop training content	1–3 weeks	
Announce the LMS launch	2 days	
LAUNCH STAGE		
Set up the LMS	1–3 days	
Assign a course with a deadline	1–2 weeks	
ASSESSMENT STAGE		
Check the current completion rate	1 weeks	
Evaluate training results	1 weeks	