

# LMS365 Implementation and Professional Services

DATASHEET

LMS365 leverages your existing Microsoft 365 environment, making it easy for you to deliver state-of-the-art learning and training through a familiar environment, supported by cutting edge technology.

### LMS365 Implementation Service

Incorporating installation, training and support, as well as setting up reporting capabilities, our LMS365 Implementation Service is designed to ensure your environment is set up quickly and efficiently. The service comprises the following elements:

#### Installation

This assignment begins with a pre-call to discuss the installation pre-requisites and set-up. The platform requirements for LMS365 are minimal but do include SharePoint online and Azure AD. The usual security and resource challenges are negated and the basic installation is a one-day service.

#### Report Set-Up

Following initial installation, we will install the Power BI reporting and test templates, as well as install any external / guest users that may be required. This provides greatly enhanced, granular reporting.

#### Self-Service Training

Key personnel are provided with access to online learning tutorials reflecting their role within LMS365. These include Administrators, Trainers and Content Authors. Also included is an online Knowledge Base, accessible via the LMS365 platform.

#### Support

Our experienced Support Team provide a personal support service to the key LMS365 personnel within your organisation. If required, we can also support your Learners, either via your own Support Team or directly.

### LMS365 Professional Services

Our optional Professional Services ensure you achieve maximum benefit from this robust learning management platform. This could include a customised Discovery Workshop that enables you to make informed decisions regarding your Project and overall strategy, as well as any, or all, of the following:

#### Deep-Dive Discovery Sessions

Our Discovery sessions are designed to provide key stakeholders, such as L&D Managers, Lead Instructors and Administrators, with a thorough understanding of LMS365 and how the technology can support your organisational learning objectives.

Session 1	Demo of LMS365 from Learner and Administrator perspectives
Session 2	Review of Learning Objectives - priorities, roles, responsibilities and timelines
Session 3	Branding guidelines / options
Session 4	Discuss and create course catalogues, including uploading learning assets
Session 5	Learning paths aligned to job roles and requirements, with pre-requisites
Session 6	Discuss and create workflow including due dates and expirations
Session 7	Manage Certifications
Session 8	Reporting
Session 9	Discuss and agree best practices
Session 10	Upload and test SCORM content from existing authoring tools

Ideally, attendees would have completed the self-service training and be familiar with LMS365 functionality. This prior knowledge, although not essential or perhaps necessary for key stakeholders, greatly improves the volume and depth of the knowledge being transferred.

## LMS365 Services

### **Integration of Third Party SCORM Packages**

LMS365 allows the curation of courses from any resource. If your organisation utilises content from third parties or other partners, we can provide you with the knowledge required to integrate existing valuable assets.

### **Learning Needs Analysis / Outcomes Aligned to LMS365 Functionality**

Design and delivery of an effective organisational learning strategy requires a detailed analysis of individual learning requirements, often aligned to job or system roles subject to governance or compliance. Our LNA session provides detailed analysis, as well as summary findings, enabling you to implement a learning strategy that does not suffer from Learner resistance or a drop in productivity.

### **Customisation of Power BI Reports**

Your LMS365 implementation includes installation of the Power BI Dashboard in your environment, as well as access to 15 standard report templates. However, the standard templates can be customised to suit your specific organisational requirements, or additional reports can be designed and built for you.

### **Bespoke Consultancy Services**

We can provide experienced Consultants to accelerate your training implementation, including curation of your existing content, creation of course catalogues, as well as the set up and population of learning paths. This provides a means to launch LMS365 with all of your organisation's training content in a single location.

### **Facilitated Learning**

We can also provide hands-on, facilitated training to ensure extensive understanding of LMS365, as well as offer more detailed training in specific areas of the platform. This training is customised to your requirements and delivered in short sessions, either face to face or online.

### **Premium Support**

Your LMS365 annual subscription provides feature and function support for your key personnel - Administrators, Course Curators and Instructional Designers, and if a function of the platform is not working as it should, our Support Team will investigate and advise. However, if your team require support that encompasses design recommendations, best practices or mentoring during a key phase of your project, our Premium Support Service will provide this. This service offers an added level of assurance to your team that whatever the question or issue, we will resolve it.

### **About Larmer Brown**

Larmer Brown has provided change management and learning solutions to corporate clients since 1984. Our primary objective is to help organisations with the implementation of learning initiatives through content development and training delivery programmes.

We are a Reseller and Services Partner for LMS365 offering specific expertise and support around its implementation for Learning and Development initiatives.