

# Learning Platform Selection Boot Camp Syllabus

*Fall 2018*

## Preparation

*before 9/5*

- Complete the confidentiality and copyright agreement.
- Complete the pre-boot camp evaluation.
- Review your organization's overarching strategic objectives as well as the strategic objectives for its learning business, and have those objectives handy for the first live session.
- Briefly introduce yourself in the discussion forum.

## Live Session 1: Objectives, Needs, and Requirements

*9/5, 1 to 2:15 pm ET*

- Overview of the seven-step process for technology selection
- The right team to involve in the process
- Step 1: setting and clarifying objectives
- Step 2: identifying needs and requirements
- Introduction to the discussion guide and Tagoras Tech Selector

## Application

*between 9/5 and 9/12*

- In the discussion forum, outline who needs to be part of your learning platform selection team.
- In the discussion forum, briefly document three levels of strategy for your organization: overarching strategy, education strategy, and learning platform strategy.
- Review the discussion guide, and determine any gaps—is there a topic not represented that is important to your organization?
- Pick at least one topic from the discussion guide, and create one or more requirements in the Tagoras Tech Selector. Post your Excel file to the discussion forum, and note any questions that arose in the process.

## Live Session 2: Pre-Vetting and Shortlisting Vendors

*9/12, 1 to 2:15 ET*

- Step 3: pre-vetting and shortlisting vendors
- Introduction to the Learning Business Platform Directory and ReviewMyLMS

# Learning Platform Selection Boot Camp Syllabus

*Fall 2018, Continued*

## Application

*between 9/12 and 9/19*

- Pre-vet at least one vendor by reviewing product info on the Web, trying out a sandbox account, viewing a product demo, calling or e-mailing to ask questions about your top requirements, etc. Post in the discussion forum what you learned from the pre-vetting experience.

## Live Session 3: Developing, Issuing, and Reviewing RFPs

*9/19, 1 to 2:15 ET*

- Step 4: developing and issuing an RFP
- Step 5: reviewing and scoring responses
- Accounting for qualitative and quantitative feedback
- Introduction to the RFP template and example

## Application

*between 9/19 and 9/26*

- Review the provided RFP template and example and the sample scoring. Ask any questions or note any observations in the discussion forum.

## Live Session 4: Demos, Selection, and Negotiation

*9/26, 1 to 2:15 ET*

- Step 6: demos
- Step 7: selecting a platform and negotiating
- Accounting for qualitative and quantitative feedback
- Introduction to demo script and example

## Application

*between 9/26 and 10/3*

- Review the provided demo script template and example and the sample summary. Ask any questions or note any observations in the discussion forum.
- Ask any lingering questions.
- Commit to a concrete next step to move your learning platform selection process forward and post it in the discussion forum. Include a timeline.
- Complete the post-boot camp evaluation.

## Follow-Up

*after 10/3*

- Complete another evaluation when requested.