

LMS MIGRATION

LMS Selection and Migration Scorecard

A one-page scorecard for judging a learning platform against real operating needs before a migration begins.

THE TEST

A platform is ready when it can prove the workflows that matter most: learner launch, admin maintenance, reporting, data migration, and support.

- What data must survive the migration?
- What admin work will increase or decrease?
- What reporting questions must leaders answer?
- What public learner paths must be tested?

MIGRATION SEQUENCE

- 1 Define**
Name the business reason and operating model.
- 2 Score**
Evaluate platforms against workflows, data, and reporting.
- 3 Sample**
Test real data and content before committing.
- 4 Stage**
Validate launch, completion, resume, and reports.
- 5 Cut over**
Move with a freeze window, support plan, and backout path.

CASE SIGNALS

3
Migrations completed

21+
Platforms evaluated

0
Data loss

3
Root causes handled

SELECTION CRITERIA

- Learner path
- Admin burden
- Data integrity
- Reporting fit
- Vendor support

RED FLAGS

- Demo-only confidence
- No data sample
- Reporting untested
- Migration owner unclear

WHY IT WORKS

It forces the decision to survive real workflows before the organization pays for the platform and the migration pain.