

Requirement Checklist – Learning Management System

Please state if you have full, partial, or none of the capability to meet these high priority requirements. Submit completed checklist with your proposal.

Functional Requirement	Full / Partial / None	Comments
Course content designed, created and managed in the system		
System home pages and course content customizable to align with branding and style guidelines		
Supports online and instructor-led courses		
Support use of multiple formats (PPT, video, animations) in course content		
Training matrix defined by job role		
Training matrix and status (complete, overdue) viewed online by learner and manager		
Course catalog online – courses and dates		
Online registration, including non-employees		
Online completion of courses, including non-employees		
Management of courses with no content – waivers, certificate of training completed off site, citizenship verification		
Standard reports for learners, managers, and administrators – completed courses, overdue courses, course usage		
Notifications – registration, reminder, completion confirmation		
Course quizzes and evaluations managed in the system		
Technical Requirement / Specification	Full / Partial / None	Comments
Cloud hosted, accessible both internal and external to the workplace network		
Supports Chrome, Internet Explorer and Safari browsers		List browsers supported and required plug-ins or extensions
Able to integrate with other systems and custom databases		
Able to integrate with Drupal websites		
Supports LDAP connectivity		
Unique person ID record created in learning management system		