

# LMS Comparison Worksheet

## Why Do an LMS Comparison?

LMS software is a significant investment for any organization. It can be expensive, time-consuming to implement, and may or may not meet your needs. To ensure you choose the system that's most likely to be successful, you need to compare different LMS options and get a birds-eye view of which system is most likely to move your organization forward.

An LMS comparison will help you see which of the LMS options you're evaluating will fit in your budget, has the features and functionality you need, and is most likely to help you achieve your business goals.

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## How to Use the LMS Comparison Worksheet

This worksheet is meant to provide a framework for comparing the LMS systems that are most likely to fit the needs of your business, association, or nonprofit. It's split into two parts: Business Needs and LMS Comparison.

### Business Needs

**Budget:** Most LMS systems are SaaS products, so add in your annual budget here.

**Number of Users:** LMS pricing is often based on how many end users your system will have. If you're training employees, write the number of employees who are using the system. Nonprofits and associations can use the number of constituents, members, or partners who will be in the LMS.

### Business Goals

**Business Goals:** Write down what you want an LMS to achieve for your business. Come back to your goals any time you're not sure if an LMS is right for you. If it doesn't help you achieve your goals, it isn't the right system.

### Priority and Functionality

**Must-Have Features:** List only the features that will help you meet your business goals. For example, if you want to increase training retention, you may want multimedia file support because people retain more information from videos than text.

**Wish List Features:** Any features that will improve learning and development but aren't essential to meeting your business goals should go here.

**Standards and Integrations:** Fill in with other requirements for your LMS.

**Users:** The maximum number of users allowed with the platform.

**Customer Service:** The type of customer support that you will receive with each LMS option.

**Price:** The total cost of ownership for the LMS option based on users.

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See the example worksheet for ideas of what may go in each section. Once your Functionality section is complete, evaluate your top LMS possibilities. Once complete, the worksheet will give you a side-by-side view of each LMS option to show you which system best fits your needs.

# LMS Comparison Worksheet

## Business Needs

Budget	\$35,000/yr
Total Users	5,000

## Business Goals

1	Improve retention from training courses
2	Reduce L&D costs by 10%
3	Standardize training for all employees

Priority	Functionality	TOPYX Expanded	LMS Option 2	LMS Option 3
Must Have Features	User Groups			
	Multimedia file support			
	Custom reporting			
	Learning paths			
	Custom branding			
Wish List Features	eCommerce			
	Badging			
	Social learning			
	Additional languages			
	Learner Impersonation			
Standards	SCORM			
	LTI			
	xAPI			
Integrations	Single sign-on			
	API			
Number of Users		Unlimited	500	Unlimited
Customer Support		Dedicated Support	Training only	Unlimited
Price		\$29,500/yr	\$40,000/yr	\$50,000/yr

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Business Needs	
Budget	
Total Users	

Business Goals	
1	
2	
3	

Priority	Functionality			
Must Have Features				
Wish List Features				
Standards				
Integrations				
Number of Users				
Customer Support				
Price				