

01 / WORKED EXAMPLE

LMS Learning Architecture Map

Plan who learns what, how learning is organised and how progress is managed - before configuring onboarding.

Use this example as a starting point, not a required course library. Build only the learning your audiences need to perform their work.



Example path rules: Support onboarding

Owner: Support team lead; LMS admin manages enrolment.

Assignment: New support employee added to the relevant learner group.

Sequence: Shared foundation, then support learning; practice follows tools training.

Completion: Required courses complete plus manager-confirmed role practice.

Follow-up: Onboarding owner reviews overdue learning weekly.

Keep reusable guides in one trusted location. Link to them from courses so updates do not create multiple competing copies.

Agree the structure first. Then configure it in your LMS and test with a sample learner.

02 / FILLABLE PLANNING WORKSHEET

Map one learning path

Complete one copy per audience or path. Start with a business need, then decide what learning is required.

Client / team

01 Business need and outcome

What should learners be able to do? How will the business know it is working?

02 Audience and grouping

Who needs this learning? Which role, group or branch identifies them?

03 Learning path and course structure

Name the path. List the courses in order and mark each required or optional.

04 Activities and trusted resources

What lessons, practice, checks and job aids are needed? Where is the current source?

05 Ownership and maintenance

Who owns the content, LMS configuration and progress follow-up? When is review due?

06 Assignment and progression

What triggers enrolment? Define due dates, prerequisites and any exceptions.

07 Completion and reporting

Define completion evidence, who sees progress and how overdue learning is followed up.

03 / READINESS AND HANDOVER

Check the foundation

Review the architecture and LMS setup together. Resolve blockers before adding real learners.

CHECK	Ready	Gap	N/A
01 Audiences, groups and any branches are defined.	☐	☐	☐
02 Each path supports a clear business or role outcome.	☐	☐	☐
03 Required and optional learning are distinguished.	☐	☐	☐
04 Courses, sequence and prerequisites are agreed.	☐	☐	☐
05 Content owners and review dates are recorded.	☐	☐	☐
06 Account access and admin permissions are checked.	☐	☐	☐
07 Enrolment rules and due dates are configured.	☐	☐	☐
08 Welcome messages, reminders and escalation are planned.	☐	☐	☐
09 Completion rules and reporting access are confirmed.	☐	☐	☐
10 A test learner can access and complete the full path.	☐	☐	☐

Open decisions / actions

Record the gap, named owner and target date. Include any manual steps your LMS cannot automate.

Client approver / review date

Next: build the learner onboarding workflow

Learner added → First login → Learning → Follow-up → Completion