The 10-Point LMS Integration Readiness Checklist for Enterprise L&D

Before kicking off your next LMS deployment, run through this checklist to ensure a smooth, low-risk integration with your existing systems and workflows.

1. Inventory Your Technology Stack

- List all existing systems (HRIS, SSO providers, content repositories, CRM, ERP, compliance tools) to connect.
- Note versions, vendor names, and customization levels.

2. Define Integration Use Cases

- For each system, document why you're integrating (automated user provisioning, SSO, content, etc.).
- Prioritize use cases by business impact and technical complexity.

3. Identify Available APIs & Data Endpoints

- Confirm your current systems expose REST/GraphQL APIs, webhooks, or file-based feeds.
- Note authentication methods (OAuth2, API keys, SAML assertions).

4. Map Data Fields & Schemas

- Create a side-by-side mapping of source and target fields (e.g., "EmployeeID" → "LearnerID," etc.).
- Flag any mismatches or custom fields requiring transformation.

5. Establish Security & Compliance Requirements

- Verify encryption standards (TLS versions, encryption-at-rest).
- Document any audit or compliance frameworks you must adhere to (FedRAMP, GDPR, HIPAA).

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6. Clarify Authentication & SSO Flows

- Choose your SSO protocol (SAML 2.0, OpenID Connect) and confirm supported identity providers.
- Define attribute mappings (e.g., “email,” “groupMembership”) and session timeouts.

7. Plan User & Role Provisioning

- Decide if you’ll use SCIM, custom API calls, or manual imports for user, group, and role sync.
- Outline frequency of updates (real-time vs. nightly batch).

8. Align Content & Media Repositories

- Determine how you’ll surface external content (LTI links, direct library import, or API-driven search).
- Audit formats and storage locations to avoid broken links or unsupported file types.

9. Define Reporting & Analytics Integration

- Specify data to flow back to your BI or dashboard tools (completions, scores, engagement metrics).
- Ensure your LMS can emit xAPI statements or export CSV/JSON.

10. Establish Testing, Rollback & Support Plans

- Build a sandbox environment to validate each integration point end-to-end.
- Create a rollback procedure (e.g., disable API sync, revert to legacy workflows).
- Assign clear support contacts and SLAs for each vendor/system.

Use this checklist as your pre-deployment “go/no-go” gate. Mark each item ✓ when complete and schedule any outstanding tasks before your project kickoff to keep your six-to twelve-month integration timeline on track.