

MANUFACTURING

Manufacturing LMS Launch Readiness Checklist

Twelve readiness areas, the questions to settle in each, and an owner and due-date grid, so plant, learning, HR, and IT teams arrive at kickoff with the same plan.

12 readiness areas

36 questions

Owner and date per area

Use before kickoff

Manufacturing LMS rollouts rarely stall on platform capability. They stall on decisions that were deferred because they felt like details during evaluation. This worksheet moves those decisions ahead of kickoff, where they are cheap to make.

- 1

Work through the twelve areas with your learning, plant operations, HR, and IT stakeholders in the room together.
- 2

Mark each area Ready, Partial, or Not started using the key below. Be honest about Partial.
- 3

Assign a named owner and a due date to every area that is not Ready. An area without an owner will not move.
- 4

Total your readiness on page 6 and compare it against the bands before you commit to a go-live date.
- 5

Bring every Not started area to your implementation kickoff and ask the vendor which ones they will help close.

READINESS KEY

- Ready

Decided, documented, and owned. Work can begin on this area at kickoff without another meeting.
- Partial

Direction agreed but details, data, or sign-off are outstanding. Carries schedule risk.
- Not started

No decision or no owner. Treat as a blocker for any site that depends on it.

Why readiness beats speed. One plant live with onboarding and required safety training is worth more internally than nine sites in partial configuration. Everyone who was skeptical of the purchase is judging the rollout on execution, and that judgment is durable.

01 Business goals

If the first-quarter outcome is not measurable, nobody can tell whether the rollout succeeded.

- ☐ What operational outcome must the LMS produce in the first 90 days?
- ☐ Which metric proves it: time-to-competency, completion rate, audit findings, incident rate?
- ☐ Who is the executive sponsor, and what do they need to see?

OWNER / DATE	
OWNER	
DUE	

02 Plants and shifts

The first configuration decision, and it constrains every later one.

- ☐ Which plants launch, in what order, and on what dates?
- ☐ Are shifts modeled as groups, attributes, or separate audiences?
- ☐ How are temporary, contract, and union populations handled?

OWNER / DATE	
OWNER	
DUE	

03 Roles and certifications

Renewal intervals drive assignment logic. Map them before anyone builds a path.

- ☐ Which roles exist per plant, and what is required for each?
- ☐ What are the renewal intervals, and who is notified before expiration?
- ☐ Which certifications are externally audited?

OWNER / DATE	
OWNER	
DUE	

04 SOP and safety content

The gap that surprises teams most. Source material is rarely training-ready.

- ☐ Which content launches first, and who confirms the current revision?
- ☐ Who signs off on accuracy before publication?
- ☐ What is being rebuilt versus reused as-is?

OWNER / DATE	
OWNER	
DUE	

05 Data migration

Automatic assignment only holds up if site, shift, role, and supervisor fields are clean.

- ☐ Does the HRIS export include site, shift, role, and supervisor?
- ☐ What historical completion and certification data must carry over?
- ☐ Who owns data cleanup, and by when?

OWNER / DATE
OWNER
DUE

06 Integrations

Discovered late, these add a dependency on a team with its own backlog.

- ☐ Which HRIS, identity, and quality systems must connect, and in which direction?
- ☐ Who staffs the work on our side, and is their time booked?
- ☐ What is included in implementation versus custom work?

OWNER / DATE
OWNER
DUE

07 Permissions

Unclear permissions become support tickets in week one and shadow spreadsheets in week four.

- ☐ Who can assign training: corporate, site leads, supervisors?
- ☐ What can a site lead see versus corporate?
- ☐ Is SSO or MFA required, and who configures it?

OWNER / DATE
OWNER
DUE

08 Reporting

Site leaders need readiness for their own plant without filing a request to corporate.

- ☐ Which reports does each audience need on day one?
- ☐ Is there an exception view showing who is missing what, right now?
- ☐ What evidence format do auditors expect?

OWNER / DATE
OWNER
DUE

09 Local owners

Rollouts that rely only on a corporate administrator lose momentum after the first month.

- ☐ Who owns the LMS at each plant, by name?
- ☐ How much of their time is allocated, and does their manager agree?
- ☐ Who covers when that person is out or moves roles?

OWNER / DATE
OWNER
DUE

10 Communication

Supervisors who hear about the system from a learner will not champion it.

- ☐ What do supervisors hear, from whom, and how far before go-live?
- ☐ How do learners get their first login, and on what device?
- ☐ Where do people go with questions in week one?

OWNER / DATE
OWNER
DUE

11 Pilot group

The pilot produces a reference site and a realistic estimate for every plant after it.

- ☐ Which plant and shift pilots, and how many learners?
- ☐ What is the start date, and what is the review date?
- ☐ Who collects supervisor and learner feedback?

OWNER / DATE
OWNER
DUE

12 Go-live readiness

Written criteria prevent the common failure of declaring a site live with quiet gaps open.

- ☐ What must be true for a site to be called live, in writing?
- ☐ What completion threshold do we expect after two weeks?
- ☐ Who signs off, and what triggers a rollback or a pause?

OWNER / DATE
OWNER
DUE

Readiness area	Ready	Partial	Not started
01 Business goals			
02 Plants and shifts			
03 Roles and certifications			
04 SOP and safety content			
05 Data migration			
06 Integrations			
07 Permissions			
08 Reporting			
09 Local owners			
10 Communication			
11 Pilot group			
12 Go-live readiness			

10 – 12 ready

KICKOFF READY

Set the pilot date. Use kickoff to confirm sequence and owners rather than to make decisions.

6 – 9 ready

CLOSE THE GAPS FIRST

Assign owners and dates to every Partial area before committing to a go-live date.

Below 6

NOT READY TO SCHEDULE

Structure, data, or content is undecided. A date set now will move, and the first move costs credibility.

NEXT STEP

Bring your open areas to kickoff

Ask your vendor which gaps they will help close and which stay with your team. If you want to see how Tovuti handles plant and shift configuration, SOP learning paths, and site-level reporting, we will walk the same twelve areas with you.

Book a walkthrough