



eXact LCMS setup

Introduction to the 7 project steps

exact
learning solutions



Project steps



- 1.** Kick-off Meeting
- 2.** Configuration Workshop
- 3.** Content Workshops
- 4.** End user Training
- 5.** User Acceptance Test
- 6.** Deployment
- 7.** Operation

1. Kick-off Meeting

Project startup, presentation of the methodology, definition of project stakeholders, high level timeline definition and identification of main project constraints.

Duration: 1 week (elapsed), 0.5 day in presence or remotely

Deliverables

- ❖ Project Management Plan
- ❖ Communication Plan

Kick-off Meeting

Client Resources

- ❖ Client PM
- ❖ Client Consultant
- ❖ Client Primary Stakeholders (if any at this stage)

ELS Resources

- ❖ ELS Account Manager
- ❖ ELS PM/Consultant

Input

- ❖ None

Task List

- ❖ Project Team overview
- ❖ Presentation of planned workshop and scoping
- ❖ Project plan

2. Configuration Workshop

Consulting activity to define how to configure eXact LCMS in terms of meta data, user roles, logical domains, workflows, projects. User Test Scenarios will be defined in this Step.

Duration: 1-3 day in presence 3-5 remotely

Configuration Workshop

Deliverables

- ❖ Client Metadata application profile
- ❖ Client User Roles
- ❖ Client Logical Domains usage strategy
- ❖ Client Workflow configurations
- ❖ Client Content Types
- ❖ Client Learning Object Templates impact on the LCMS
- ❖ Client Content Project Management strategy in the LCMS
- ❖ Client Delivery Process requirements
- ❖ Client Test scenarios

Configuration Workshop

Client Resources

- ❖ Client PM
- ❖ Client Consultant

ELS Resources

- ❖ ELS Consultant
- ❖ ELS Business Consultant

Input

- ❖ TO BE Customer process flow (Deliverable from Step 1)

Task

- ❖ Detailed analysis of customer scenarios
- ❖ Requirements gathering in terms of Configuration and Personalization of the Solution

3. Content Workshop

The main aim of this workshop is the analysis of content needs and content related goals in the organization. The workshop will define Client's approach to catalogue production and maintenance, bespoke projects as well as legacy content.

Duration: 1 week (2 days in presence, other days remotely)

Deliverables

- ❖ Content strategy report and guidelines

Content Workshop

Client Resources

- ❖ Client PM
- ❖ Client Content Team
(Stakeholders)

ELS Resources

- ❖ ELS Business Consultant
- ❖ ELS Consultant

Input

- ❖ Content strategy,
requirements and samples

Task

- ❖ How is Client working today
- ❖ Scenarios to be evaluated
- ❖ Requirements related to
content branding and
look&feel, granularity,
tagging, reuse,...

4. End user training

Training Sessions about the solution configured for Client.

Duration (elapsed): 1 week (6 days in presence)

Deliverables

- ❖ 2 Training Sessions (one for eXact Packager and one for online editor and eXact LCMS)

End user training

Client Resources

- ❖ Client Trainees

ELS Resources

- ❖ ELS Trainer

Input

- ❖ Solution configured for Client (Deliverable of Step 2)
- ❖ Solution populated after migration (Deliverable of Step 6b)
- ❖ Solution Documentation

End user training

Task

- ❖ eXact Packager training
- ❖ Online editor training
- ❖ LCMS training
- ❖ Ad Hoc Training

5. User Acceptance Test

The Customer will perform the User Acceptance tests, according to the user test scenarios defined in Step 2.

Duration (elapsed): 2 weeks

Deliverables

❖ User Acceptance Tests

User Acceptance Test

Client Resources

- ❖ Client PM
- ❖ Client Consultant
- ❖ Client IT Consultant

ELS Resources

- ❖ ELS Consultant
- ❖ ELS Project Manager

Input

- ❖ Solution configured for the Customer (Step 3 deliverable)

Task

- ❖ Support the customers during internal UAT

6. Deployment

Deployment of the Solution on Production Environment.

Duration (elapsed): 2 weeks

Deliverables

- ❖ Deployment of the Solution on Production Environment

Deployment

Client Group Resources

- ❖ Client PM
- ❖ Client Consultant
- ❖ Client IT Consultant

ELS Resources

- ❖ ELS Consultant

Input

- ❖ Solution configured for the Client (Deliverable of Step 2)

Task

- ❖ Solution Deployment

7. Operation

ELS will support the Customer during the post-deployment phase. During this phase the Customer and ELS will analyse the solution in the production environment, will manage the possible issues found and will gather and track the CR when required.

Duration: N/A

Deliverables

- ❖ Issue and CR Log

Operation

Client Resources

- ❖ Client Consultant

ELS Resources

- ❖ ELS Consultant
- ❖ ELS Customer Support

Input

- ❖ eXact LCMS deployed on the production environment

Task

- ❖ Handover to ELS Customer Support
- ❖ Support the customer during the post-deployment phase

Thank you

email: info@exactls.com

Telephone: +39.010.81.77.500

Website: www.exact-learning.com