

LMS Selection Guide 2026

Guide for LMS evaluation, requirements specification and vendor selection
including requirements template, feature matrix, selection process,
proof-of-concept and TCO calculator

Free Template

This template illustrates an example structure of a **requirements specification** for selecting a **Learning Management System (LMS)**, as well as a possible approach to conducting a structured system evaluation.

It serves as a guideline and starting point for organizations that want to systematically capture requirements for a learning platform and evaluate vendors in a comparable manner.

Please note that every organization has its own specific conditions, processes, and objectives. Therefore, the requirements specification should always be adapted to the particular needs of your organization and expanded with additional relevant questions where necessary.

In particular, aspects such as integrations, reporting, learning formats, target groups, or governance structures may be prioritized differently depending on the organization and should be considered accordingly.

A structured requirements specification creates transparency regarding requirements, facilitates communication with vendors, and forms the basis for a well-informed selection decision.

1. Introduction

Selecting a Learning Management System is a strategic decision. This guide explains a structured approach for evaluating LMS platforms and includes a compact requirement template.

- Structure of a professional LMS requirements specification
- Typical functional requirements
- Recommended selection process
- Proof-of-concept checklist
- Total cost of ownership evaluation

2. Learning Ecosystem

System	Funktion
Administrative System	Core data & process definition
Learning Platform	Assignment and publishing of training offer
Training Management	Planning and organization of live classes
Portal Solutions	Secure access to features and content for various stakeholders such as employees, managers, instructors and partner enterprises
Interfaces	HR, Finance, BI...
Content-Provider	Integration of external learning content
...	

3. Company Profile (Example)

Criterion	Example
Company size	1.000–5.000
Learners per year	5.000–20.000
Region	DACH → Europa
Compliance	ISO / GMP / IATF
...	

4. Functional Requirements

Category	Example
Learning formats	Classroom, e-learning, webinars
Training Administration	Coordination of instructors, rooms
Self Service	Enrolment
Communication	Invites, Certificates
Reporting	Participant statistics, closing rates, turnover
...	

5. Feature Priorization

Feature	Must	Should	Could
SCORM-Tracking	x		
Automatic event planning	x		
Mobile app			x
Skills framework	x		
AI based learning recommendations		x	
Exports to MS Excel	x		
...			

6. LMS Selection Prozess

Phase	Activity
Week 1	Finalize requirements
Week 2-3	Send RFP
Week 4-5	Scripted demos
Week 6	Proof of Concept
Week 7-8	Testing period with training
Week 9	References + TCO
Week 10	Contract

7. Proof of Concept - Checklist

Check	Task
✓	Import 50 employees
x	Create 5 training courses
✓	Test manager dashboard
✓	Simulate 100 Logins
x	Export report to MS Excel
✓	Demonstrate HR Integration
	...

8. Total Cost of Ownership

Cost	Calculation	Amount (1x)	Amount p. a.
License	Users x prices		
Implementation	Weeks x rate		
Migration	Hours x rate		
Schulung	Days x rate		
Hosting			
...			
Total			

Your Next Steps

By capturing your requirements in a structured way, you lay the foundation for a successful LMS selection. A clearly defined requirements specification helps you to:

- evaluate vendors in a targeted manner
- structure demonstrations and proof-of-concepts efficiently
- compare proposals transparently
- make a well-informed investment decision

However, creating a complete requirements specification is often time-consuming—and important requirements can easily be overlooked in the early stages of a project.

Free Tool to Compile LMS Requirements

Create a structured and reliable foundation for your LMS in a short amount of time.

With our free LMS requirements specification tool, you can quickly and systematically create a comprehensive list of requirements for your LMS project. The tool helps you to:

- capture requirements in a systematic way
- ensure that no important aspects are overlooked
- gain additional ideas regarding functionality and integrations
- significantly improve the quality of your requirements specification

👉 <https://www.softdecc.com/en/faqs/lms-requirements.html>

Free Consultancy

We would also be happy to support you personally with your LMS evaluation - **free of charge and without obligation**. We can show you concrete solution examples from the various modules of our **Composable Learning Management System**.

This will give you a practical impression of how future-ready learning architecture can be built in a flexible and modular way. Together, we will **discuss your requirements** and explore possible implementation scenarios and **best practices** from comparable projects.

Schedule your Free Consultation Now

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