



Project Proposal

Prepared for: Prospective Client

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Executive Summary

Background

Intellum, headquartered in Atlanta Georgia, was originally founded in 2000 as Compysite. The company's initial offering was comprised of a compliance courseware catalog run on a limited Learning Management System (LMS).

By 2004, the company's offering had grown into a broader solution. Our **Rollbook** LMS functionality had expanded to rival Tier One providers and custom built courseware services were added to our offering. That same year, we changed our name to Intellum to express our broader focus on utilizing elearning technologies to address challenges beyond that of compliance.

Today, we continue to push our products and services further. With almost a decade of experience and a growing list of satisfied customers, we look forward to leading the industry well into the future with innovative new solutions.

Offering Summary

Our offering includes a Software as a Service (SaaS) LMS, a full catalog of courseware from leading vendors, and custom built courseware services.

Customers

Our company has grown into a worldwide provider of elearning software and services. Our customers represent a wide range of industries with diverse learning needs from around the globe. We have provided small solutions for small organization, managed large projects for some of the world's largest Fortune 500 companies, and served the needs of organizations everywhere in between. We believe that our customers are our greatest advocates and would be happy to provide you with references from people who have faced challenges similar to yours.

Offering Overview

Learning Management System

We offer a full-featured Software as a Service (SaaS) Learning Management System (LMS), Rollbook. The hosted nature of the LMS allows for excellent scalability for organization as small as 20 student to organization with 50,000+ students.

Both students and administrators can use feature sets that have been configured for their needs. We have included a list of several areas of functionality below. However, we encourage you to also check out the screenshots and video tours on the website or schedule a live demonstration.

Quick and Easy to Use

- Super-streamlined Student home page lets students see and launch courses with ease
- Never feel lost... Each “new” page that doesn’t yet have content always explains the purpose of the page and gives the user brief instructions about what to do next
- Never get stuck... In-context help links throughout each page take you right to step-by-step instructions
- Always know what to do... Our Help section contains step-by-step instructions, complete with screenshots
- Just plain “get it” most of the time, because our interface is so simple and intuitive

Dashboard and Reports

- At-a-glance status and progress charts
- Full control over what students and Restricted Admins see and don’t see
- Over 100 stock reports and easy custom reports
- Download reports in html, csv, text, or xml formats

Student Experience

- Brand the LMS with your logo and choose your color palette
- Students know just what to do with a clean, uncluttered Student home page
- Deepen students’ engagement with blogs, forums, event postings, and uploaded resources
- Allow students to reserve physical assets like classrooms, manuals, projectors, etc.

Catalog

- Allow students to enroll in approved courses to fulfill training and development goals
- Know what courses work best, via student comments and rankings, similar to Amazon.com®
- Auto-manage attendance levels with our easy Wait List feature
- Require admin approval to control student access to courses

Users & Permissions

- Maintain detailed user records with fields like position, manager, address, etc.
- Use the integration feature to bulk import and auto-synch/auto-update user info daily
- Control three permission levels: Admin, Restricted Admin, and Student
- Create groups to restrict access to content or features as needed
- Use groups to simplify auto-enrollments, running reports, and setting Restricted Admin permissions

Courses

- Manage all forms of learning: Web-based (SCORM or AICC), Instructor-led (online and classroom-based), self-paced courses, and instructor evaluations.
- Create “sessions” for Instructor-led courses that will be offered more than once, to eliminate re-entry of course info when enrolling students throughout the year

Learning paths

- Group courses into learning paths and sub-divide courses into sections, if desired
- Have students take courses in the order presented or let students choose their order
- Require that all courses in a learning path be taken or just some
- Define the maximum number of attempts for each course in a section

Competencies

- Import lists of competencies into the system, including those purchased from third-party providers
- Use “proficiency mappings” to map competencies to students (e.g. 80% proficient at analytical thinking)

Student Enrollment

- Bulk enroll all students or specific groups in courses or learning paths
- Make bulk edits to enrollments, for all students or for specific groups
- Edit any record on the fly with our unique Edit Widget
- Auto enroll students in specific groups in courses or learning paths
- Set recurring auto enrollments with expiration date

Blogs and Forums

- Communicate important information to all students or specific groups
- Get students more involved, by allowing them to comment and have threaded discussions
- Create more narrowly focused communities by adding blogs or forums to courses or learning path

Files

- Upload any file type to the system for download by users
- Allow all users to download a file or restrict access to specified groups
- Associate files with particular courses or learning paths, giving easy access to enrolled students

Letters

- Auto-generated letters notify students about enrollments, pass/fail, due date reminders, and expiration dates
- Personalize and customize auto-generated letters by using dynamic variables, such as student name and enrollment due date
- Manually generate letters on an as-needed basis and convert to PDF for printout (perfect for paycheck stuffers or providing a hard copy of essential info)

Integration

Intellum has completed integrations with systems that include Valiant, PeopleSoft, SAP, JD Edwards, Lawson, and others. Integrations are typically low impact scheduled file transfers that can be designed, built, and tested in as little as two weeks. Intellum integrations are based on Interface Requirements Documents, determined by the client with Intellum Integration specialists.

Implementation

Intellum has found that one of the most important aspects of a successful elearning strategy is direct involvement with the implementation process. Our experienced consultants can assist your management team in crafting and executing a strategy that will help to ensure success, which would serve as the Implementation Design Document. Our implementation services include assistance with such items as rollout plans, development of internal marketing materials, and face-to-face or synchronous online training events for managers and help desk staff. Typical implementations last three months but may be compressed based on client needs.

A standard implementation plan would be based on the following scenario:

Increment	Activities Performed	Deliverable
Days 1-15	Site built; integration started; beta group agreed upon; content loaded into the LMS	Client will have a branded website with selected content uploaded and beta group entered
Days 16-60	Beta is launched within selected sites; integration with HRIS is completed; surveys are disseminated to population for determining what issues may be encountered during full-scale launch, e.g. web accessibility, player plug-in issues, etc.	Beta group will be firmly entrenched in initial training offering, and all employees will be integrated into the LMS
Days 61-90	Implementation progresses with non-beta participants, readying for full-scale launch	All administrators will be trained and at the end of the 90 day period, full-scale launch will commence across all students and worksites

Technical Support

In addition to providing print and web based support materials, Intellum also provides toll-free telephone and email support, available from 8am – 8pm EST Monday through Friday.

Intellum endeavors during the implementation process to train both the client's help desk and admin representatives as intimately as possible so that self-sufficiency can be attained before beta launch ends. Client self-reliance is the key to longevity with an elearning solution provider.

Custom Content

Intellum has developed a proven authoring process that involves customers with every step, ensuring that deliverables meet all requirements and that projects stay within budget.

Value at All Levels of Functionality

Courseware can be separated into levels of functionality, which determine the budgetary requirements for custom courseware creation projects. This proven experience and proprietary elearning software enables Intellum to save customers an average of 20% over the competition across all levels of functionality. Samples of each type are available upon request.

Level 1	Courseware with elements of professional audio, graphics & photography, and limited interactivity.
Level 2	Courseware with professional audio, graphics & photography, and increased levels of interactivity.
Level 3	Courseware with professional audio, custom graphics & photography, simulations and/or 3D renderings, and high-impact interactivity.
Level 4	Courseware with professional audio, custom graphics & photography, impactful simulations and 3D renderings, animated characters, and elevated interactivity.

Proven Development Process

With many years of experience, Intellum has perfected a proven process of custom courseware creation. Intellum's 5 phase process provides a tiered deliverable that can be reviewed by client representatives at each step. The open communication fostered by this approach ensures project success and customer satisfaction.

Phase I	The Discovery Phase gathers requirements, and a report of goals and objectives is outlined and delivered.
Phase II	The Design Phase includes multiple sections including conceptual design to achieve the correct course of action for the overall theme, and multiple Storyboard drafts are used to fully communicate the overall design and layout of the course to the client before development begins. This process ensures that the Client is never left out of the loop.
Phase III	The approved Storyboard from Phase II is used to begin development of the courseware. By the end of Phase III, the courseware is delivered for review.
Phase IV	Intellum and the Client conduct quality assurance reviews to ensure the courseware receives final approval.
Phase V	Intellum works with the client to integrate the courseware into either the Rollbook LMS or a third-party vendor.

Ready Made Courseware

From compliance certification to software training, Intellum works with the client to help select the best ready-made courseware options for your specific situation.

Complysite

Complysite is a division of Intellum that provides a catalog of compliance content. Complysite content is intended to assist companies of all sizes to affordably meet their compliance obligations. Because Complysite courseware is built with Builder, it is very easy to customize to meet a client's needs.

Element K

Element K is more than e-Learning. We have a unique 20-year heritage of understanding how adults learn. From our roots in computer training and courseware development to our pioneer role in the e-Learning revolution, we are endowed with a breadth of online and offline integrated learning solutions and a choice of learning methods proven to unlock the knowledge of individuals in your work force and drive value for your organization.

SkillSoft

Skillsoft is a leading provider of enterprise e-learning, with learning resources targeted to business and IT professionals within Global 2000 organizations. SkillSoft's multi-modal learning solutions support and enhance the speed and effectiveness of both formal and informal learning processes and integrate SkillSoft's in-depth courseware, Referenceware®, learning management technology, and support services.

CourseAvenue

CourseAvenue is the global leader in team-based, next generation eLearning. Driven by years of experience and embracing the most innovative practices in eLearning, CourseAvenue serves thousands of users each month and provides solutions for some of the world's leading Fortune 1000 companies.

WeComply

WeComply is committed to providing the best-of-breed online compliance training content, technology and customer service. Our commitment has put us at the leading edge of the e-learning industry — earning WeComply a roster of top-flight clients and alliances. Our clients include Baxter Healthcare, International Paper, General Electric, The New York Stock Exchange, Bristol-Myers Squibb, CBS Networks, E! Entertainment, the National Basketball Association, Goldman Sachs, Sony Electronics, Forbes Media, and many others.

MedSenses

MedSenses, Inc. is an elite nursing content factory, focused on building courseware BY nurses FOR nurses.

Having researched maximum learner retention strategies, we add custom design elements such as 3-D animations, medical illustrations, case scenarios, and clinical expertise – making all of our courses come alive with color and interac-

tivity. We offer courses 'out of the box' or ready to go, as well as custom content development with an unrivalled, rapid turnaround. MedSenses offers one-stop shopping for any healthcare-related corporation in meeting the emerging need for high quality, relevant, and cost-effective training.

BankersEdge

BankersEdge's mission is to provide online training courses of exceptional quality that are well-designed, engaging, and job-relevant - complimented with powerful administration, reporting and customization tools - resulting in an online training system that provides exceptional business value.

Functionality Checklist

Overview

Over the years, we have received countless Request for Proposals (RFPs), many of which contain almost identical questions. For your convenience, we have combined the most frequently asked questions from these RFPs into one comprehensive checklist. Please keep in mind that if we haven't covered everything that interests you, we would be happy to schedule a call to answer any remaining questions you may have.

Support & Implementation

Support Options

Offer formal issue escalation and resolution procedures	Yes
Include online and phone help desk facilities (Internal, not Outsourced)	Yes
Manage customer requests through incident tracking system	Yes
Provide system enhancements and customization	Yes
Offer additional support for upgrades of customized systems	Yes
Sponsor customer groups for customer satisfaction assessments and usability testing	Yes
Maintain service level agreements with customers	Yes

Implementation Training

On-site training (Client Internal Administrator Training)	Yes
Vendor-hosted training (Users can travel to vendor specified.)	Yes
Online admin training (WebEx, Live Meeting, etc...)	Yes
Customized training	Yes
"Train the trainer" option	Yes
Dedicate training personnel across each implementation phase	Yes
Schedule training across each implementation phase	Yes
Create training plans for different user groups (e.g., learners, admin, content developers/authors)	Yes
Provide additional training for new releases and system upgrades	Yes
Furnish learning aids (e.g., user manuals, reference guides, online tutorials, tip sheets, FAQs)	Yes
Use processes, tools, and metrics to assess training quality and satisfaction (e.g., online survey's)	Yes
Update training and learning aids on a frequent basis (as needed)	Yes

Technical Requirements

Technical Architecture and System Requirements

All uploads can be made from industry-standard Web browsers (e.g., Internet Explorer, Fire Fox)	Yes
Can use 56k connection speed minimum for Internet access	Yes
Provide push notification service for auto-generating correspondence via e-mail or fax	Yes

System Performance

Support Minimum 30 - 60,000 users on a specific hardware configuration	Yes
Use tools to test performance load, stress, and functionality of system	Yes
Use tools, metrics, and equipment to measure and minimize system downtime	Yes

Content Standards

SCORM 1.2 compliant	Yes
SCORM 2004 compliant	No
AICC compliant	Yes

Technology Standards (most questions address non-SaaS solutions)

MAPI-compliant	N/A
POP3-compliant	N/A
OLE-compliant	N/A
ODBC-compliant	N/A
JDBC-compliant	N/A
TCP/IP Protocol-compliant	N/A
Integrate with networking management and monitoring tools (SNMP)	N/A
Use industry standard Web browsers (e.g., Netscape, Internet Explorer, Fire Fox)	Yes

System Integration

Integrate with HR system (e.g., ADP, Oracle, PeopleSoft) for student and admin information	Yes
Integrate with Procurement system (e.g., Ariba, Peregrine) to manage orders for course materials	Yes
Integrate with CMS (e.g.,Vingette) to create, publish, and modify Web-based content	Yes
Integrate with LCMS (e.g., Saba, Docent) to create, publish, and modify content	Yes
Integrate with Collaboration tools (e.g., WebEx, Live Meeting, etc.) to support virtual classrooms, etc.	Yes
Provide import and export capabilities	Yes
Experience integrating system with other enterprise applications	Yes

Security and Access Control

Provide multi-tier security architecture to support variable view settings and access rights	Yes
Determine appropriate view settings and access rights by user IDs (identified upon log-in)	Yes
Establish view settings and access rights on individual or group basis for learners, admin, etc.	Yes
Set view and access rights based on position, job type, team, business unit, functional area, etc.	Yes
Receive information authentication from other authentication processes (e.g., LDAP)	Yes
Assign administrative duties to those outside L&D with appropriate security and access rights controls	Yes
Allow authorized users to access data and learning content outside firewalls with appropriate security	Yes
Restrict access to selected portions of system, data, and learning content to facilitate outsourcing	Yes
Support extended enterprise (e.g., customers, vendors, strategic partners) L&D programs	Yes
Maintain security protocols for hosting environments	Yes
Provide password management capabilities	Yes
Offer encryption functionality for passwords	Yes

Language and Currency Support

Account for time zone changes (i.e., accommodate daylight savings time for relevant countries)	Yes
Launch and track courses on any day and at any specified time	Yes

Customization

Accommodate input of unique fields	Yes
Allow for site branding and color scheme	Yes

User Interface

Integrate with portal software to provide single, Web-based user interface	Yes
Link to various corporate portals (e.g. HR)	Yes
Offer single sign-on capability	Yes
Provide intuitive, easy-to-navigate user interface designed according to natural business processes	Yes
Customize user interface to comply with organizational conventions (e.g., logos, color schemes)	Yes
Configure variable view settings and user interface for different user groups within single installation	Yes
Extend system functions and options based on users' access rights (as identified upon log-in)	Yes
Provide personalized welcome page that displays learner-specific information	Yes
Tailor view settings and user interface based on preferences with no programming skills required	Yes
Present optional, user-defined fields to facilitate view setting and user interface customization	Yes
Offer online help system and reference guides for various users' roles (e.g., learner, administrator)	Yes
Search online help system and reference guides using keyword-based queries	Yes
Provide context-sensitive help that delivers guidance based on predefined events	Yes
Provide instructions, help, or definitions of system functions and options based on cursor position	Yes
Create messages that appear upon predefined user actions (e.g., "You passed with a 95% score.")	Yes

Functionality Requirements

Course, Catalog, and Curriculum Management

No programming skills required for course, catalog, and curriculum set-up	Yes
Offer remote course, catalog, and curriculum set-up and management capabilities	Yes
Enable template-based or wizard-based course, catalog, and curriculum set-up	Yes
Distinguish courses subject to manager approval	Yes
Link instructor profiles (containing contact, qualifications, accreditations, etc.) to course information	No
Set-up online courses provided by third-party vendors	Yes
Display price for courses subject to additional fees and chargebacks	Yes
Establish protocols for showing or hiding courses for different learner groups	Yes
Differentiate between recommended and required courses	Yes
Attach Web links to relevant course materials (e.g., pre-course work, glossaries, sample tests)	Yes
Auto-update course information based on schedule, content, instructor, or facility changes	Yes
Support alternative, non-course learning content (e.g., OJT tracking, competency check sheets)	Yes
Update third-party vendor course information based on changes made to their external Web sites	Yes
Link course information to evaluations of learners who previously-completed those courses	Yes
Effective Start and Stop dates	Yes
Course updates and version control	Yes
Use master corporate calendar as basis for annual training schedule	Yes
Template-based or wizard-based course scheduling	Yes
Schedule multiple sessions of the same course on the same day	Yes
Schedule multiple sessions of the same course delivered through different channels	Yes
Override scheduling policies depending on users' access rights	Yes
Single, customizable course catalog for different learner groups	Yes
Provide learners online or paper-based access to course catalog	No
Browse online course catalog by schedule, skill requirements, curriculum, and topic area	Yes
Show or hide courses based on predefined protocols for different learner groups	Yes
Search course catalog using multiple queries (e.g., keyword, title, course number)	Yes
Template-based or wizard-based catalog creation	Yes
Auto-update course catalog based on schedule, content, instructor, or facility changes	Yes
Auto-direct learner to registration area after viewing course catalog	Yes

Internal and External Resource Management

Manage internal conference or training rooms to facilitate reservations	Yes
Facilitate reservations for external facilities not stored in system database	Yes
Detect scheduling conflicts of facilities (room) for scheduled courses	Yes
Forecast annual resource requirements based on planned training schedule	Yes
Track and report resource utilization and costs of courses delivered by internal staff	Yes
Monitor and record resource utilization and costs of courses delivered by third-party vendors	Yes
Auto-notify borrowers on overdue self-paced courses and training materials	Yes
Support subscriptions for self-paced courses and training materials	Yes
Create and maintain detailed instructor profiles and teaching schedules	Yes
Auto-map instructors to courses with ability to override depending on users' access rights	No
Auto-notify instructors of upcoming accreditation, certification, and recertification deadlines	Yes
Generate checklist of tasks, materials, and facilities needed for each instructor's courses	Yes
Allows administrators to schedule instructors for courses to teach	Yes
Auto-notify instructors of potential scheduling conflicts (including those for materials and facilities)	Yes
Conduct, store, and report on assessments of instructors' teaching skills and subject matter expertise	Yes

Course Registration

Authenticate learner information (e.g., learning plan, manager, cost center) upon course registration	Yes
Prevent course registration if non-compliance with required prerequisites, etc.	Yes
Allows users to register for more than one course without having to re-log-in	Yes
Allows learners to sign-up for courses with appropriate approval from manager	Yes
Auto-notify managers of enrollments outside prescribed learning plan, subject to chargebacks etc.	Yes
Enable manager-initiated registration (allows managers to sign-up direct reports for courses)	Yes
Allow administrator-initiated registration (allows administrators to sign-up learners for courses)	Yes
Allow learners to decline non-initiated course registrations	Yes
Enable group registration for thematically-related courses	Yes
Offer multi-channel registration (e.g., online, call center)	Yes
Create course registration approval process and protocols	Yes
Set registration timeframes (both opening and closing dates)	Yes
Override registration policies depending on users' access rights	Yes
Prevent duplicate course registration	Yes
Register for all course types (e.g., classroom, online)	Yes
Support registration for all course types provided by third-party vendors	Yes
View registration status depending on users' access rights	Yes
Auto-update registration status	Yes
Register for groups of courses by skill requirements, competencies, and curriculum	Yes
"Drill-down" on course information to view schedule	Yes
Auto-download relevant course materials upon completion of registration	Yes
Register groups of learners for a scheduled class.	Yes
Reserve spaces for instructor-led courses (both classroom and online)	Yes
Enable variable reservation policies for different learner groups	Yes
Support variable waitlist policies for different learner groups	Yes
Auto-update waitlists upon receipt of learner withdrawals	No
Allows learners to withdraw from registered courses	Yes

Course Registration (Continued)

Allows admin to withdraw users from registered courses	Yes
Override reservation, waitlist, and withdrawal policies depending on users' access rights	Yes
Request lists for courses that will have classes scheduled in the future	Yes
Link instructor profiles to course registration area (Manage certified instructors)	Yes
Map pre-course work and training materials to registered learners	Yes
Generate soft- and hardcopies of classroom-based course materials (e.g., class rosters, certificates)	Yes
Track and report on registration and attendance for all course types	Yes
Monitor and record registration and attendance for courses delivered by third-party providers	Yes
Auto-send periodic registration updates to administrators and instructors	Yes
Auto-send registration confirmation to learners and managers	Yes
Auto-attach relevant links to registration confirmation e-mail	Yes
Auto-check potential scheduling conflicts within the LMS	No
Auto-remind learners, managers, and instructors of upcoming courses	Yes
Disable manager notification	Yes

Course Delivery

Launch all self paced courses (e.g., WBT/online content, Collaborative Conferencing) from the system	Yes
Administer courses developed using third-party authoring tools (AICC, SCORM 1.2)	Yes
Link to third-party vendor sites for externally-hosted online courses (AICC)	Yes
Administer online courses provided by third-party vendors	Yes
Dynamically link to collaboration technologies (e.g., message boards, WebEx, etc...)	Yes
Support multimedia courses	Yes
Bookmark launched courses (from the system) for self-paced learning	Yes
Stop and resume online courses	Yes
Provide the ability to track and report status for all course types	Yes
Administer courses based on the sequence recommended by learning plan	Yes
Direct learners to course- or content-specific virtual communities (e.g., blogs and forums)	Yes
Capture, catalog, and store relevant threaded discussions in central repository	Yes

Skill and Competency Management

Create online learner profiles containing personal information, learning plans, transcripts	Yes
Extract personal information from HR systems (e.g., Oracle, PeopleSoft) into learner profiles	Yes
Transfer changes made in learner profiles to HR systems (or from HR systems to learner profiles)	Yes
Auto-update learner profiles with transcript information (e.g., courses taken, test scores)	Yes
View and modify selected portions of learner profiles depending on users' access rights	Yes
Search within learner profiles to facilitate resource management (e.g., locate subject-matter experts)	Yes
View courses, learning content, and curricula mapped to skill and competency requirements	Yes
Enable managers to assess learner performance against skill and competency requirements	Yes
Compare and highlight key areas of differentiation between self, peer, and manager assessments	Yes
Allow managers and administrators to view assessments by individual or groups of learners	Yes
Report on skill and competency gap analyses at individual, team, business unit, functional area, etc.	No
Complement tracking learner performance against skills and competencies with test scores	No
"Drill-down" each skill- and competency-gap analysis to view assessments	No
Create customized learning plans based on skill and competency gaps	Yes

Skill and Competency Management (Continued)

Modify customized learning plans based on manager, coach, and mentor input	Yes
Enable learners to view requirements for other positions to facilitate future career planning	No
Support skill requirements and competencies of outside learners (e.g., customers, vendors)	Yes
Define organizational hierarchical structures	Yes
Support multiple skill requirements for positions, job types, teams, business units, etc.	Yes
Accommodate multiple competencies for positions, job types, teams, business units, etc.	Yes
Allow managers to define additional competency requirements specific to individuals or groups	Yes
Integrate and support existing competencies developed internally	Yes
Integrate and support existing competencies from third-party vendors	Yes
Break down competency requirements into required levels of proficiency	Yes
Provide administrators with ability to set timelines and reminders for regular competency evaluations	Yes
Assign identical learning plans for different learner groups based on position, job type, team, etc.	Yes
Designate multiple learning plans for individual learners	Yes
Link alternative learning content (e.g., coaching, job experiences) to competency requirements	Yes

Course Evaluations, Assessment, and Testing

Provide proprietary tools or work with existing tools for designing and modifying various surveys.	Yes
Launch various course evaluations (e.g., surveys) in online or paper-based formats	Yes
Support multiple evaluations for the same course for different learner groups	Yes
Track and report on course evaluations for all course types	Yes
Track and report on completion rates for course evaluations	Yes
Create course evaluation records that include past and current data to facilitate future course planning	Yes
Allow learners to access and submit course evaluations online	Yes
Store course evaluation data in database	Yes
View course evaluation results depending on users' access rights	Yes
Support online and paper-based pre-course assessments	Yes
Tailor pre-course assessments based on needs of different learner groups	Yes
Track and enforce completion of pre-course assessments	Yes
Deliver pre-course assessments before start of courses	Yes
Enable random selection of pre-course assessment questions	Yes
Auto-notify learners and managers of pre-course assessment results	Yes
View pre-course assessment results depending on users' access rights	Yes
Update learner profiles, learning plans ,and transcripts with pre-course assessment results	Yes
Integrate pre-course assessments with skill and competency requirements and performance data	Yes
Enable managers to segment pre-course assessment results by position, team, business unit, etc.	Yes
Allow learners to test out of courses based on pre-course assessment results	Yes
Accommodate various test formats (e.g., multiple choice, true/false, fill-in-the-blank, short answer)	Yes
Design any combination of formats within a single test (e.g., multiple choice and short answer)	Yes
Incorporate pictures, clip art, animation, audio, video clips etc. into tests	Yes
Offer interactive testing functionality (e.g., simulations)	Yes
Support all tests types and formats included in third-party vendor courses	Yes
Assign variable weighting to test questions for different learner groups	Yes
Allow random selection of test questions (if desired by instructors or managers)	Yes

Course Evaluations, Assessment, and Testing (Continued)

Group test questions into designated categories to facilitate reuse for upcoming tests	No
Set test start and end times	Yes
Auto-notify learners of remaining time available at predefined intervals	Yes
Limit number of test retakes within predefined time period	Yes
Allow learners to take scored or unscored practice tests	Yes
Permit learners to take tests at any point during online courses	Yes
Track test scores for all test types (even those taken multiple times)	Yes
View test results online depending on users' access rights	Yes
Allow instructors to format online scoring forms to ease input of paper-based tests	Yes
Offer interactive scoring where learners view answers and explanations to missed questions	Yes
Enable "hybrid" scoring system that allows both instructors and computers to grade tests	Yes
Auto-re-enroll learners for failed courses (or those who score beyond a predetermined threshold)	Yes
Report on areas for learner improvement based on test results by position, team, business unit, etc.	Yes
Allow learners to bookmark sections of corrected tests for later review	Yes
Link test results to learner profiles, learning plans, transcripts	Yes
Support input of results into learner profiles, learning plans, transcripts for third-party vendor tests	Yes
Store test scores in central repository with ability to interface with various systems (e.g., Excel)	Yes
Display an average score for courses that have multiple tests. (100 point scale)	Yes

Accreditation, Certification, and Compliance Training

Support multiple accreditation requirements for all positions, job types, teams, etc.	Yes
Accommodate variable accreditation requirements for positions, job types, etc.	Yes
Recognize accreditations of new employees received before current employment	Yes
Incorporate accreditations into new learner profiles, transcripts, etc.	Yes
Auto-notify learners and direct managers of accreditation timing requirements	Yes
Auto-remind learners and direct managers of impending accreditation deadlines	Yes
Allow administrators to develop accreditation tracks (list the sequence of courses to be completed)	Yes
Link to test results to verify completion of courses within accreditation and certification tracks	Yes
Auto-update learner profiles, transcripts, etc. upon receipt of accreditation confirmation	Yes
Auto-inform learners and direct managers upon receipt of (or failure to receive) accreditations	Yes
Allow managers and administrators to view accreditation status by individual, team, etc. basis	Yes
Report on accreditation status by individual, team, business unit, etc. basis	Yes
Identify accreditation gaps by individual, team, business unit, etc. basis	Yes
Map internal and third-party vendor courses to specific accreditation requirements	Yes
"Push" or recommend internal and third-party vendor courses to facilitate accreditation compliance	Yes
Prohibit registration for courses that require completed accreditations	Yes
Interface with HR systems (e.g., Oracle, PeopleSoft) to identify learners new training requirements	Yes
Auto-upload new training requirements in learner profiles, learning plans, etc.	Yes
Map internal and third-party vendor courses to specific compliance training requirements	Yes
Recommend available courses and relevant resources to facilitate compliance efforts	Yes
Auto-notify impacted learners of new training requirements and deadlines	Yes
Auto-send periodic reminders to learners who have not yet complied with new training requirements	Yes
Link course completion and test results to verify compliance with new training requirements	Yes
Set maximum limit learners can fail required courses	Yes

Accreditation, Certification, and Compliance Training (Continued)

Auto-notify managers of both completed and failed required courses	Yes
Authenticate compliance with training requirements through electronic trail (e.g., unique time stamps)	Yes
Auto-update learner profiles, learning plans, transcripts, etc. upon verification of compliance	Yes
Auto-alert managers of non-compliance cases	Yes
Automate compliance reporting for regulatory bodies (e.g., FDA, OSHA)	Yes
Provide online forum for learners to submit compliance-related questions	Yes

Content Development and Management

Integrate with CMS (e.g., Captivate, Camtasia, Articulate, Author Ware) to manage learning content	Yes
Integrate with LCMS (e.g., Saba, SumTotal) to manage learning content	Yes
Include document sharing and version control functionality	Yes
Incorporate learning content from third-party vendors	Yes
Import courses and learning content created using MS Office products	Yes
Incorporate pre-course assessments, tests, and practice tests in online courses	Yes
Support common file formats (e.g., streaming media, graphics, audio, animation)	Yes
Support multiple output in standard (e.g., AICC, SCORM 1.2) format	Yes
Support multiple output in non-standard (e.g., MS PowerPoint) format	Yes
Enable use of reusable learning objects by copy or reference	Yes
Provide testing environment for new learning content to ensure optimal communication with system	Yes
Enable authorized users (other than direct content author/developer) to test new learning content	Yes
Disable courses and learning content without removing from system	Yes

Reporting

Provide proprietary reporting tools	Yes
Integrate with third-party vendor reporting tools (e.g., Crystal Reports)	Yes
Include various predefined reports	Yes
Customize predefined reports using proprietary reporting tools	Yes
Auto-generate and publish reports to users' desktops	Yes
Support various report formats (e.g., HTML, XML, CSV)	Yes
Export reports into spreadsheet and paper-based formats	Yes
Self-service reporting functionality depending on users' access rights	Yes

Analytics

Provide intuitive, easy-to-navigate user interface for non-technical users	Yes
Supply "out-of-box," predefined analyses with no database programming skills required	Yes
"Drill down" predefined analyses by position, team, business unit, functional area, geography, etc.	Yes
Allow admin to redefine analysis parameters (e.g., group or filter data) to fit specific requirements	Yes
Facilitate L&D strategy development based on key findings of predefined analyses	Yes
Enable authorized users (e.g., business unit heads) to "subscribe" to specific predefined analyses	Yes
Auto-"refresh" analyses at periodic intervals (e.g., weekly, monthly) as determined by administrators	Yes