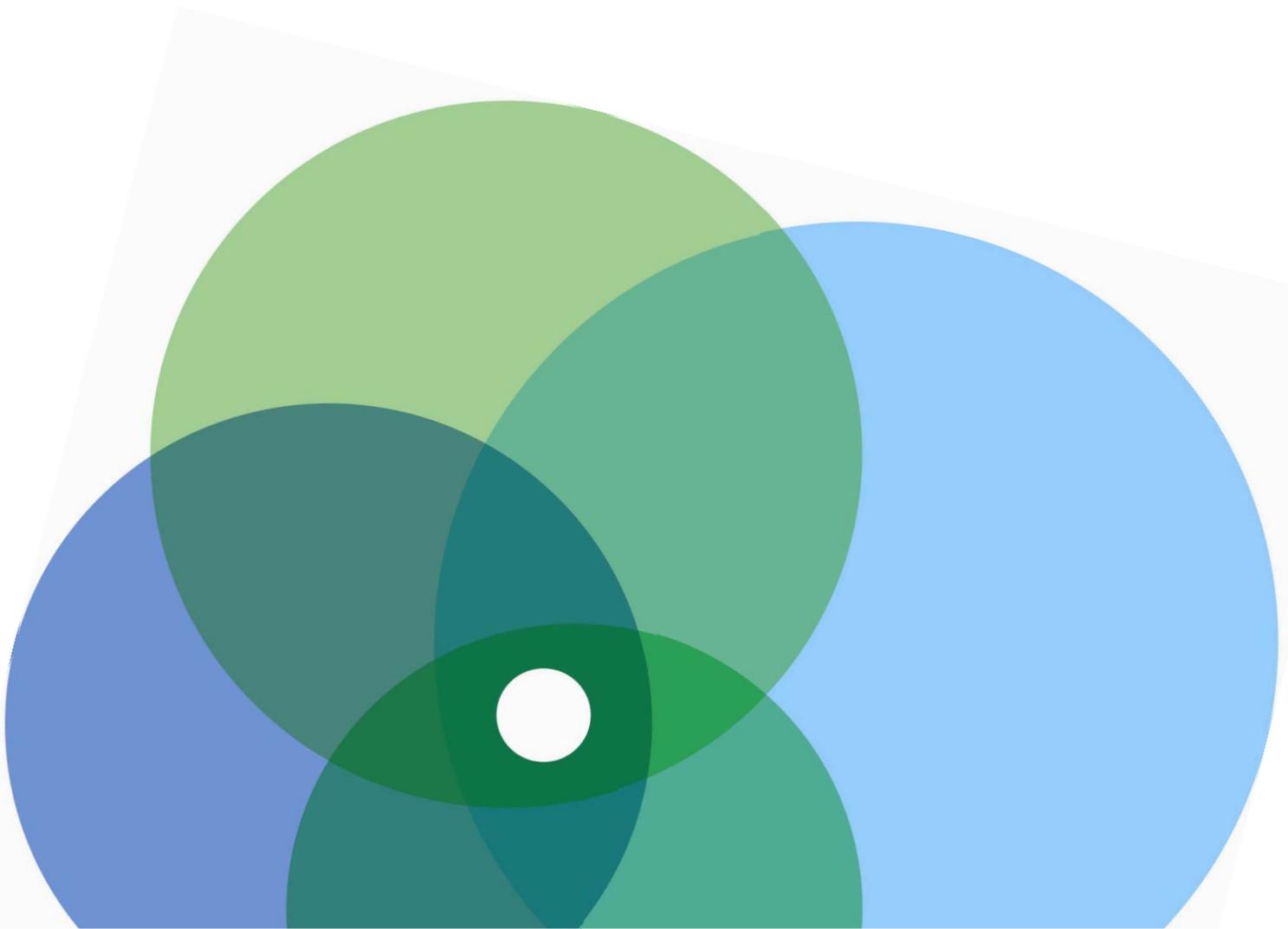


## White Paper

# Minimise your training costs and get ahead in these hard times

A guide to a quick and cost effective  
LMS implementation



## Minimise Training Cost

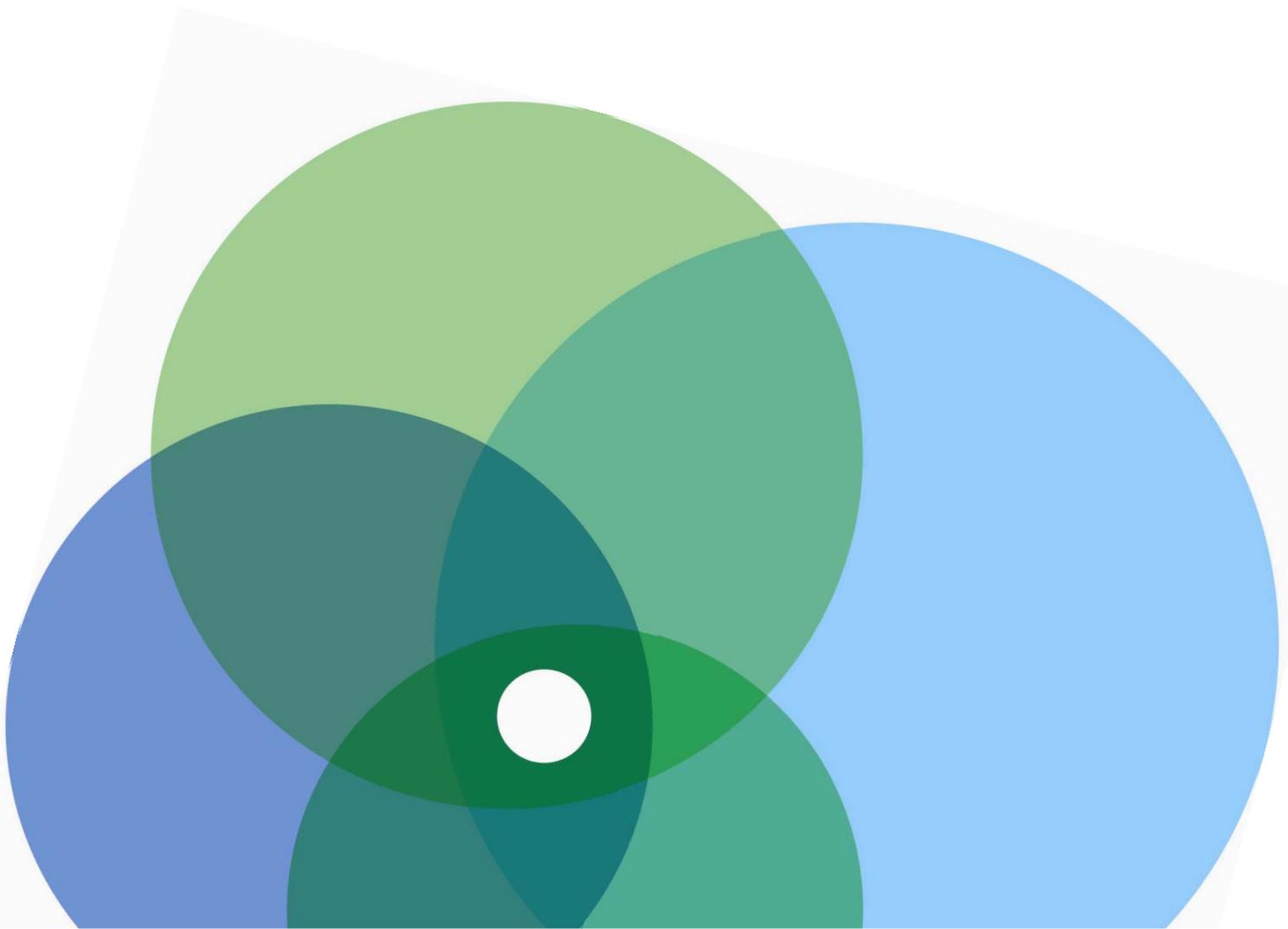
In the current environment minimising costs is the key to ensuring continued business stability and retaining the capability to ride out the current storm to be in a position of advantage when the economy turns around.

From a Learning and Development perspective your business plan to minimise costs should include:

- Reduce overheads intrinsic in classroom style training
- Ensure all staff are adequately trained for their roles
- Ensure staff are provided with the scope to enhance their current skills
- Ensure that you have adequate systems to report staff training compliance
  - Demonstrate your organisational compliance to both internal and external agencies where required

In order to achieve these cost minimisations you need to ensure you have the right systems in place to support you. Implementing a Learning Management System (LMS) is a step that will provide the structure you need.

As the aim is to minimise costs, it is then essential to ensure you can implement an LMS quickly and cost effectively.

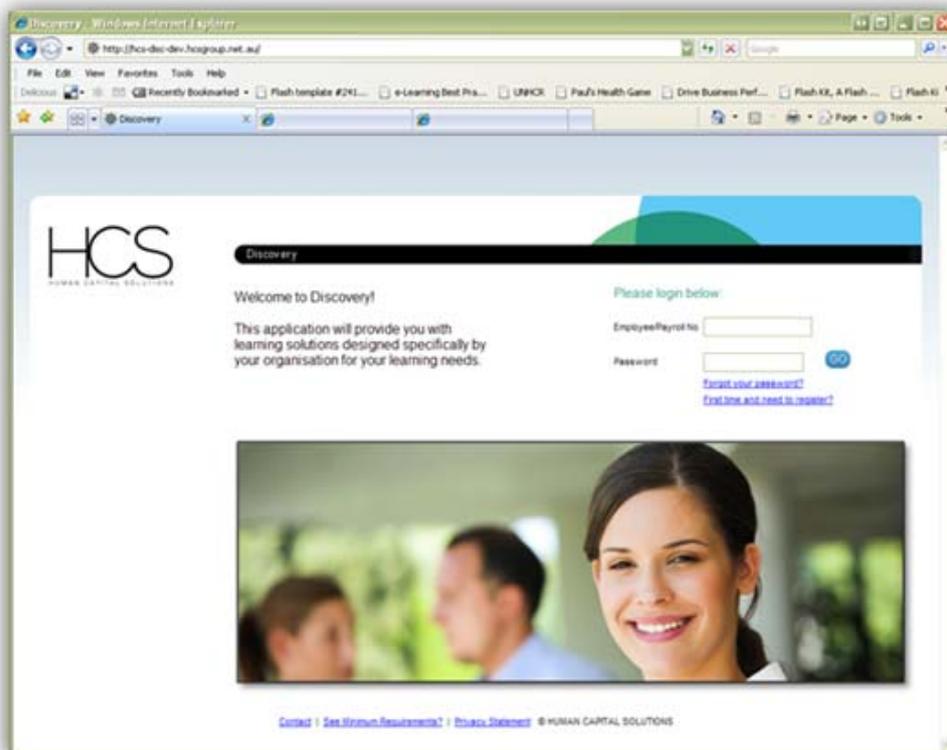


## Remove Implementation obstacles

LMS's are most often implemented to take care of a specific training need, that being the deployment of a piece or suite of online training courses to a group of people. Taking this into account, the scale of any LMS implementation can radically reduce by focusing on the actual requirements of the business.

Most LMS's are sold on the basis that they are highly configurable and that they contain a wealth of functionality designed to benefit both the learner and training anager/administrator. This may well be the case but in the majority of instances higher configurability translates to a higher set up overhead, a more convoluted user experience and wealth of functionality means that once established the business is paying for functionality that is seldom used, if at all.

Through its strength and experience in the field of LMS implementation and support, HCS (Human Capital Solutions) has recognised these issues and has developed Discovery which removes the implementation obstacles and provides an LMS that serves the end users needs as a priority.



## Minimise Training Cost

Discovery is both a standard configuration LMS and an implementation methodology that significantly streamlines the implementation process.

*Standard configuration LMS* refers to an LMS that has one configuration as standard and the set of functions included with the LMS is focused on the essential areas.

As a standard implementation Discovery is configured to:

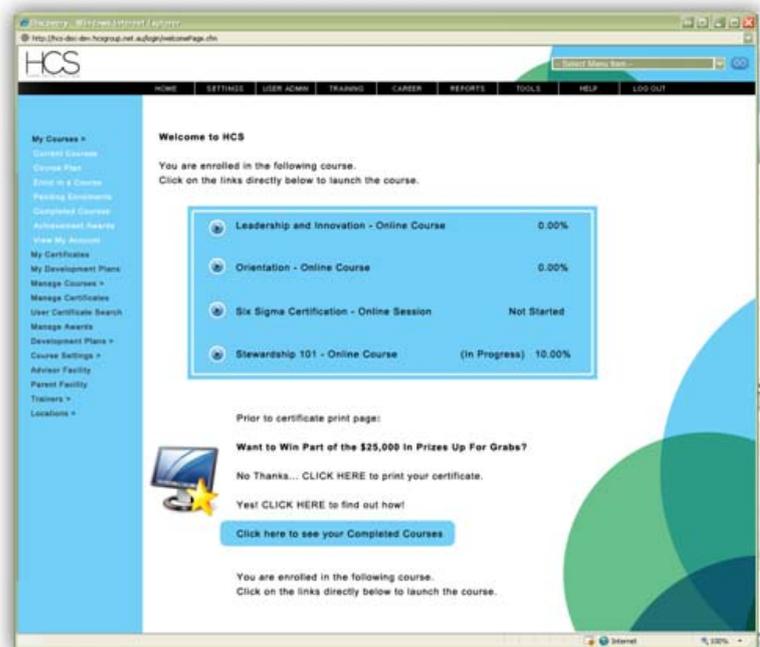
- Deploy online courses
- Report on course completions
- Manage user records

Focusing on these areas alone in an implementation can reduce the overall implementation timeframe down from several months to two weeks.

Along with a streamlined functionality of Discovery, the implementation methodology is based on meeting the specific business need of deploying online training content.

The implementation steps remain the same but this methodology allows for optimal implementation streamlining by leveraging the benefit of standard documentation and the vast experience of the HCS implementation team.

- Scope
- Build
- Brand
- Train
- Communicate
- Deploy



## Minimise Training Cost

Implementation Step	Tasks	Outcomes
Scope	<p>Consulting</p> <ul style="list-style-type: none"> <li>One on one discussions with all relevant stakeholders</li> <li>Demonstration of the LMS and its features</li> </ul> <p>Workshop</p> <ul style="list-style-type: none"> <li>Gather all relevant stakeholders</li> <li>Work through a set agenda premised by pre workshop documentation</li> <li>Complete two configuration documents               <ul style="list-style-type: none"> <li>Business</li> <li>Technical</li> </ul> </li> <li>Business Config – References User admin, Course Admin, Domain and Organisational structures, Course distribution and Report requirements</li> <li>Technical Config – Server and network requirements, data load and data feed requirements, hosting models</li> <li>Discuss communications and change management</li> </ul> <p>Document</p> <ul style="list-style-type: none"> <li>Formalise the Business configuration document</li> <li>Formalise the Technical configuration document</li> </ul>	<p>Business specific requirements are determined and formalised. This enables the LMS to reflect the exact business need.</p>
Build	<ul style="list-style-type: none"> <li>Build LMS to standard configuration</li> <li>Turn on required menu functions</li> </ul>	<p>Standard configuration reduces build time</p>
Brand	<ul style="list-style-type: none"> <li>Add client specific branding</li> </ul>	<p>Simplified branding model</p>
Train	<ul style="list-style-type: none"> <li>Utilise standard training manuals</li> <li>Training for administration staff, 4 hour sessions, as may as required</li> </ul>	<p>Standard configuration allows for the re use of training materials.</p>
Communicate	<ul style="list-style-type: none"> <li>Roll out change management and communications materials</li> </ul>	<p>Strong communications strategies and materials are central to a successful implementation and to engendering learner enthusiasm for the application.</p> <p>Again a standard configuration has allowed HCS to develop robust and re-usable communications strategies and materials</p>
Deploy	<ul style="list-style-type: none"> <li>System go live</li> <li>Go live onsite support</li> <li>Ongoing online support</li> </ul>	<p>On site support for administrators and end users at the time of go live.</p> <p>Ongoing online support for the application incorporating client centric SLA's</p>

## Minimise Training Cost

The table (on the previous page) demonstrates that in any implementation of an LMS there are still a large number of tasks that need to be completed in order to get the results required. The Discovery methodology keeps a tight focus and simply enables a streamlined process.

### Beyond Implementation

The user experience within the LMS has been developed with advanced simplicity. All users are presented with their required training on the home screen of the application. This training is accessed by simply clicking a link and once a course is completed it is removed from the home screen allowing the learner to focus only on outstanding courses.



▶ Leadership and Innovation - Online Course	0.00%
▶ Orientation - Online Course	0.00%
▶ Six Sigma Certification - Online Session	Not Started
▶ Stewardship 101 - Online Course	(In Progress) 10.00%

For companies whose primary requirement is the deployment of online courses to their internal and external user groups, Discovery makes an LMS implementation a quick and cost effective reality in these hard times. Implementation costs and timeframes are significantly reduced through the adherence to a standardised configuration whilst not compromising on user account management, course management and completion tracking and reporting.

## **HCS**

### **Aligning People and technology**

The Human Capital Solutions (HCS) Group bridges the gap between HR and IT, assisting organisations to optimise HR and Learning Strategies through a mixture of professional services, content provision and IT solutions.

We help people and technology to work together smoothly and efficiently, bringing out the best in each other, to achieve the highest possible return on investment in both.

We are flexible, approachable and passionate about what we do, and we pride ourselves on old fashioned customer service. Our customers trust us to provide realistic advice and solutions that work. They know that we are brand agnostic, so they get the right solution every time.

With a proven track record of providing quality services to the Learning and Development community, HCS has an impressive customer base that includes clients such as the Queensland Government, Allianz, NSW Lotteries, Commonwealth Bank of Australia and Suncorp.

HCS is a member of the ComOps group of companies and is quality accredited.

The ComOps group of Companies includes:

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**Human Capital Solutions (HCS) Group** [www.hcsgroup.com.au](http://www.hcsgroup.com.au)  
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