



Absorb LMS Resource Planning

Project Introduction

Activity	Description	Resource	Skill Requirement	Estimated Time Investment	Duration
Scoping Call	Introductions, identify key deliverables & establish target completion timelines.	Administrators / Stakeholders	N/A	1 Hour	1 Day
Branding Documentation Review/ Requirements Gathering	Review the branding & tile guidelines. Gather branding requirements & send to project manager.	Marketing / Individual responsible for the branding of the user interface / certificate.	Knowledge of the company's branding policy and standards. Access to key marketing collaterals for branding.	1-10 Hours	1-2 Weeks
Webinar	The webinar covers general aspects of the Administrative Interface.	Administrators	Ability to learn online through a webinar.	2 Hours	1 Day
One-On-One Training Session #1	Q&A	Administrators	Understands the business requirements and use cases of the company so that relevant workflow questions can be addressed.	1-2 Hours	1 Day
One-On-One Training Session #2	Q&A	Administrators	Understands the business requirements and use cases of the company so that relevant workflow questions can be addressed.	1-2 Hours	1 Day

Integrations/ Import Discussion	Identify key deliverables & establish target completion timelines.	Administrators/ Developers	Knowledge of objectives and the scope of the required integrations.	1-2 Hours	1 Day
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System Configuration

Activity	Description	Resource	Skill Requirement	Estimated Time Investment	Duration
Portal Settings Configuration	Adding basic system admin contact information, deciding to force users to complete certain activities upon first login, configuring User profile, configuring Custom Fields & configuring Default Evaluation.	System Administrator	Knowledge of the admin interface, experience with application system settings, aware of the system wide configuration requirements of the company.	30 Minutes - 2 Hours	1 Day
Setup Configuration	Configuring Message Templates, Translations & FAQs.	Administrators	Knowledge of the admin interface, aware of the business requirements for setting up custom message templates for email notifications, user interface language exceptions and FAQ.	2-10 Hours	1-2 Weeks
Courses Configuration	Configuring Question Banks, Venues, Global	Administrators	Knowledge of the admin interface.	2-10 Hours	1-2 Weeks

	Resources, Competencies & Tags.				
Importing Course / Course Configuration (1 Course)	Importing one course & configuring that course.	Administrators	Knowledge of the admin interface and access to course packages (zip files).	10 Minutes - 2 Hours	1-2 Weeks
Users Configuration	User Import, Role creation, Department creation, Groups creation & Enrollment Keys.	Administrators/ Business Owner/System Owner	Knowledge of the admin interface, knowledge of the company's user management requirements/practices and use cases to configure roles, users, department structures and groups.	2-10 Hours	1-2 Weeks
Mercury Configuration	News Articles, Billboards, Polls & Contests Configuration.	Administrators/ Business Owner/System Owner	Knowledge of the admin interface, knowledge of the stakeholder's requirements and direction for the Mercury features.	2-10 Hours	1-2 Weeks
Reports Configuration	Creating new reports from the available canned reports, sharing reports and scheduling reports.	Administrators	Knowledge of the admin interface, understand stakeholder's reporting requirements, ability to create new reports using existing canned reports and scheduled reports.	2-8 Hours	1-2 Weeks
Course & User Experience Testing	Course and user experience testing.	Administrators/ Business Owner/System Owner	Knowledge of the admin and user interface, knowledge of different learner use cases in order	No Estimate	2-3 Weeks

			to perform the required user acceptance testing.		
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Integrations

Activity	Description	Resource	Skill Requirement	Estimated Time Investment	Duration
Incoming SSO - Absorb	Integration to enable users to log into Absorb from a third-party site.	Developers	Knowledge of Absorb SSO, ability to implement an SSO solution with a third-party site, knowledge of PBKDF2 encryption, general knowledge of SSO protocols, HTTP protocol knowledge and knowledge of the company privacy policy.	2-4 Hours	2-3 Weeks
Incoming SSO - SAML	Integration to enable users to log into Absorb from a third-party site.	Developers	Knowledge of SAML SSO, ability to implement an SSO solution with a third-party site, ability to provide Absorb LMS with metadata and certificate required to set up the SSO service, knowledge of the XML based protocol, knowledge of encryption and HTTP protocol knowledge.	10 Minutes - 2 Hours	2-3 Weeks

Outgoing SSO	Integration to enable users to log into a third-party site from the Absorb user interface.	Developers	Technical knowledge of the third-party application/site that will be receiving the Outgoing SSO configuration, understanding of how to configure SSO in the third-party application when Absorb LMS team provides necessary metadata and certificate, knowledge of the XML based protocol, knowledge of encryption and HTTP protocol knowledge.	8-24 Hours	2-3 Weeks
HRIS Integration - CSV	Support Absorb LMS developers in the data migration process: importing data into the LMS via CSV files and custom scripts.	Administrators / Developers / Database Administrator	Ability to extract data from the HRIS, build custom CSV files with required dataset as per data mapping standards, knowledge of the admin interface, FTP knowledge, programming knowledge, SQL/database knowledge, data transformation knowledge and hierarchical knowledge.	2-24 Hours	2-3 Weeks
HRIS Integration - RESTful API	Develop integration component(s) required to integrate the third-party	Developers	Ability to interpret and adopt the RESTful API standards and build any integration component(s) required to integrate the	11-24 Hours	2-3 Weeks

	application with Absorb LMS.		third-party application with Absorb LMS, knowledge of the admin interface, programming knowledge, SQL/database knowledge, data transformation knowledge, HTTP protocol knowledge and hierarchical knowledge.		
Historical Data Import	Prepare data required to support the data migration process of migrating all historical learner data from a legacy LMS into the Absorb LMS. This is a one-time only migration into production LMS environment.	Administrators / Developers / Database Administrator	Knowledge of the admin interface, ability to extract data from Legacy LMS into CSV files as per data mapping standards, programming knowledge, SQL/database knowledge and data transformation knowledge.	8-24 Hours	2-3 Weeks
Custom Report	Provide the fields that you would like to be present on the custom report.	Stakeholders/ Business Owner	Knowledge of the reporting requirements of the company, communicate reporting requirements and validate data from custom report.		

Project Close

Activity	Description	Resource	Skill Requirement	Estimated Time Investment	Duration
Go -Live Review	A Meeting to confirm that the key deliverables have been met and to discuss support moving forward.	Stakeholders/ Business Owner	Authority to sign-off on all deliverables.	30 Minutes - 1 Hour	1 Day