**Worksheet for institutions is considering switching LMSs**

What factors are driving the interest in switching LMSs?

What is the “blue sky” (ideal state) after the transition? Think about who would be using the new system and how they would be using it. How will we measure success to know if the ideal state has been achieved?

Who would be affected by a switch to a new LMS? Who is involved in making the LMS decision? Is there alignment between the two groups?

What are the major constraints we face? These might be funding, people, applications/interoperability, support and maintenance, etc.

What issues or factors will have an impact on our ideal timeline?

What is the next step?