

The LMS migration readiness checklist

A short, honest check-in for education providers preparing to move LMS, so the real complexity shows up before the project does.

A message from our CEO

Welcome, and thank you for being here.

At some point, the decision arrives. The business case gets approved, the board or 'powers to be' sign off, and suddenly you're moving from one learning system to another. Maybe it's frustration with a parent institution's upgrade schedule, a system that no longer fits how your organisation actually teaches, or a curriculum change that's forcing the issue anyway. Whatever got you here, you're now facing a question that looks simple on the surface.

Is this a technical migration, or something bigger?

It's tempting to treat it as the former. Export the content, import it into the new system, done. It isn't that simple, or at least, it isn't only that. It's a decision about content quality, learner experience, governance and who owns what, and getting that wrong doesn't show up as a line item. It shows up as rework, as stakeholders re-litigating decisions they thought were settled, and as a learner experience that quietly doesn't hold up once students are actually using it.

This checklist won't tell you that your migration is bigger than you think. Plenty of courses genuinely are a straightforward lift-and-shift, and we'll be honest about that too. What it will do is help you see your own situation clearly, the content patterns worth checking, the technical dependencies that don't move cleanly, and the governance questions worth settling before a vendor conversation, not during one.

You're accountable for how this lands, for the learner experience, for the budget, for whether it holds up once it's live. This checklist is written for that accountability, not around it.

Wishing you clarity, whichever way your answers point.



Bianca Raby
Founder & CEO, Oppida

TIP: Open up your favourite LLM and turn on voice mode. Go question by question on the same chat window. Then when you are done ask it to be put in the document. At the bottom of this is a prompt to use one where you have all the questions answered.

Section A: Content patterns

Do you know how much of your content is content-heavy, assessment-heavy, or a genuine mix, or are you assuming it's roughly the same across courses?

For example: Roughly half our courses are lecture and resource heavy, the other half are assessment driven.

Have you actually reviewed a sample of courses in detail, or are you working from course titles and category labels?

For example: We picked three courses across different program types and had someone go through them page by page. It changed our view of the project completely.

Are there course types you're currently treating as similar that are, on closer look, structured completely differently?

For example: We assumed all our foundation courses would migrate the same way. Turns out one relies heavily on interactive quizzes and the others barely use them at all.

Section B: Technical dependencies

Does any course rely on tools or content types native to your current system, such as custom quiz engines, notation or maths tools, book-style content, or embedded interactive activities?

For example: Our maths and science courses use a notation plugin that isn't native to the new platform. We don't yet know what the equivalent looks like.

Do you know which of those have a direct equivalent in the new system, and which don't?

For example: We know our video hosting will carry over fine. We have no idea yet what happens to our interactive content library.

Are there systems shared with a parent organisation, another department, or a third-party integration that your timeline quietly depends on?

For example: We currently sit inside our parent institution's environment, so our timeline depends on when they're willing to let us migrate out.

Section C: Structure and learner experience

Is there a consistent course template in use today, or has structure been left to individual course owners?

For example: There's a template on paper, but in practice every course coordinator has built their course their own way over the years.

Do you have a clear view of what "good" should look like in the new environment, or is the plan to recreate what already exists?

For example: Not yet. We've talked about wanting things to feel more modern and consistent, but we haven't defined what that actually means page by page.

Are there navigation or usability problems in your current environment you want fixed, or ones you're at risk of carrying over without noticing?

For example: Students regularly tell us they can't find where assessments are due. We've never fixed it, we've just gotten used to it.

Section D: Governance and ownership

Who decides, course by course, what gets rebuilt as-is versus redesigned?

For example: Right now, nobody. That decision would probably fall to individual academic leads, which likely means 30 different answers.

Is there a sign-off and quality assurance process for migrated content, or will that be worked out as you go?

For example: "We have a QA process for new course development, but nothing specific has been agreed for migrated content yet.

How many stakeholder groups, academic, IT, change management, compliance, need to agree on standards before work starts at scale?

For example: At least four, learning and teaching, IT, our change management lead, and each academic department individually.

Section E: Capability and resourcing

Do you have someone who can actually build in the new system, or is that role still to be filled?

For example: We have one contract learning designer. Everyone else would be learning the new system as they go.

Is anything else changing at the same time, delivery model, curriculum, accreditation, that will affect timing?

For example: We're moving from a trimester to a semester model in the same period, so a lot of our courses need curriculum changes regardless of the platform.

Is there capacity to maintain standards after this project ends, or is this a one-off push?

For example: Honestly, we haven't thought that far. Right now all our energy is going into getting through the migration itself.

Reading your answers

There's no score here, just three patterns to pay attention to:

Mostly clear, confident answers	You likely have a genuine lift-and-shift on your hands. There's still real work in rebuilding and quality-checking content, but the scope is knowable.
A mix, especially uncertainty in section B or D	This is the most common pattern. It usually means a proper discovery phase is needed before anyone can responsibly price individual courses. Pricing before this point is a guess dressed up as a quote.
Mostly “we assume” or “unclear”	Treating this as a technical migration will cost you more than it saves, later, in rework, stakeholder friction, or courses that quietly need redesigning halfway through build. Worth a proper scoping conversation before anything is committed to.

What to do with this

Turn your answers into something useful!

STEP 1: Upload the document you've just created, with the information of your organisation, the current LMS you're in, and the new LMS you're going to.

STEP 2: Add this prompt

Please do two things:

Give me an internal summary. Group my answers under the five checklist areas (content patterns, technical dependencies, structure & learner experience, governance & ownership, capability & resourcing). Flag anything that looks unresolved, inconsistent, or where I've answered "we assume" or "unclear." Note where my answers suggest more complexity than a straightforward lift-and-shift.

Turn this into a one-page "migration context brief" formatted to send ahead of a scoping conversation with an external partner. Use plain, factual language. No recommendations or solutioning, just: our current environment, what we know, what we don't know yet, and what we need the conversation to help us decide.

Well done!

You've done some awesome thinking. Now send it through.

Email the brief this prompt generates to Bianca at Oppida, and we'll set up a call to talk through what it actually means for your migration, and what a proper quote looks like once we understand your situation, not before!

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