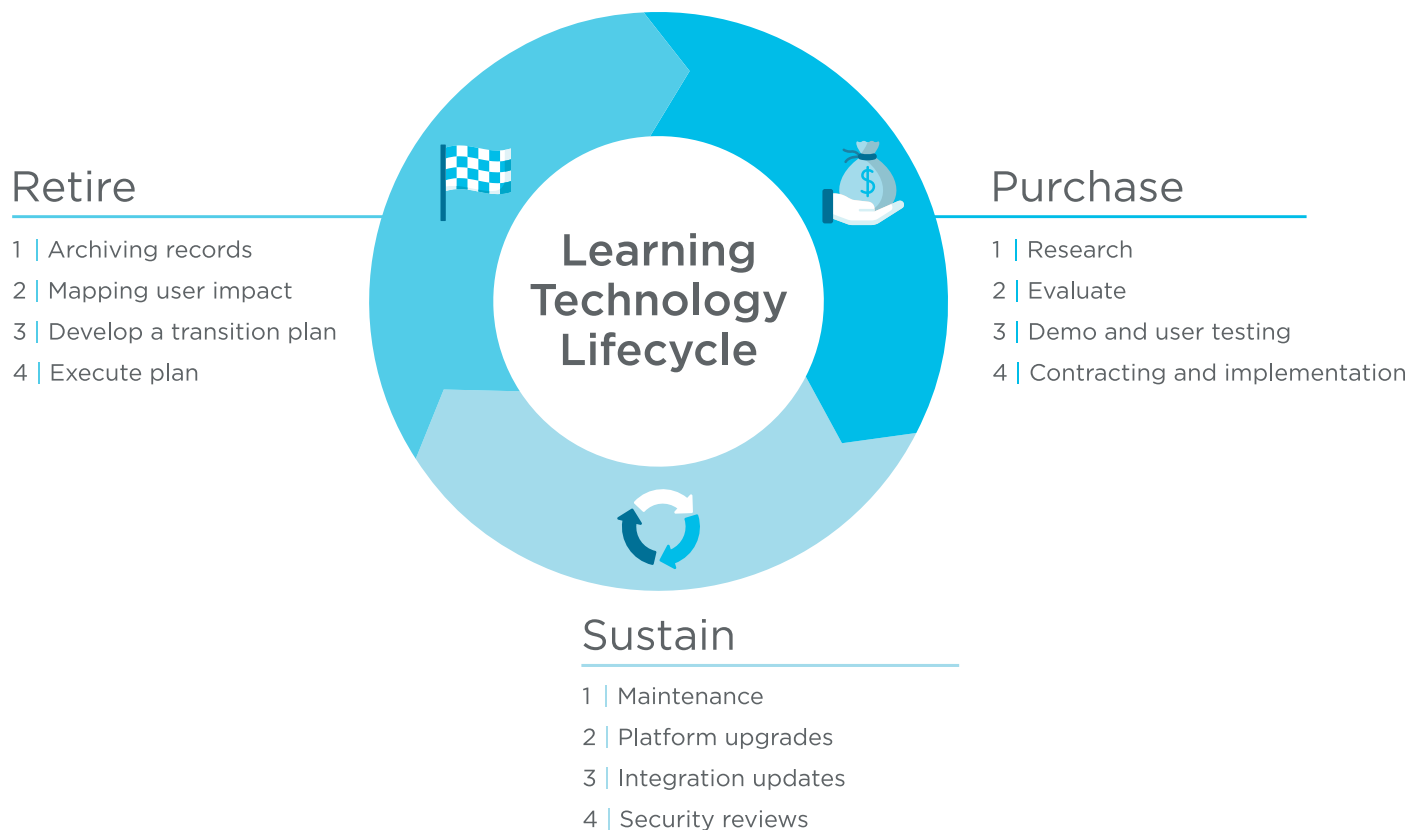# THE LEARNING TECHNOLOGY LIFECYCLE

PLANNING GUIDE

Let's face it: There are plenty of new technologies that promise to solve all your business problems, but it can be hard to know the difference between an innovative, useful solution and just smoke and mirrors.

Having innovative technologies at your disposal is only one piece of the puzzle.

With all the options available, it's hard to know where to start, or even which technologies will actually solve your challenges and meet your needs. No matter what stage you're at in your tech journey, the learning technology lifecycle will guide you through identifying, maintaining and retiring technologies.

Retire

1 | Archiving records
2 | Mapping user impact
3 | Develop a transition plan
4 | Execute plan

Learning Technology Lifecycle

Purchase

1 | Research
2 | Evaluate
3 | Demo and user testing
4 | Contracting and implementation

Sustain

1 | Maintenance
2 | Platform upgrades
3 | Integration updates
4 | Security reviews

The learning technology lifecycle describes the entire cycle of a learning technology in your organization, including selection, implementation and use, all the way to retiring and replacing the technology.

Through each stage, make sure you keep all the end-users of the technology in mind and consider the following questions:

Purchasing Questions

1 | What business goal(s) will this technology support?
2 | How will options be identified? Evaluated?
3 | How will you conduct user testing?
4 | How will the rollout be communicated?
5 | How will end users receive the training and tech support they need during the transition?
6 | What systems do you need to integrate with?
7 | How will you communicate expectations and resources?
8 | Do you anticipate any pushback or resistance to change?

Sustainment Questions

1 | Who is in charge of creating process documents?
2 | How are users and user permissions managed?
3 | What kind of security do you have in place for accessing the technology?
4 | How are upgrades and updates managed?
5 | What kinds of data does the technology capture?
6 | How is the data stored, secured and reported on?
7 | Do you have processes in place to audit the technology and its performance?

Retirement Questions

1 | Why does the technology need to be retired?
2 | Will you be replacing the technology with a new technology?
3 | What kinds of data will need to be archived or transferred to a new technology?
4 | Who will be in charge of the archive/transfer process? What support will they need?
5 | How will learners' progress be transferred?
6 | Are there any current projects that are using the tool that will be impacted?
7 | How will you communicate the retirement?
8 | Do you anticipate any pushback or resistance to change?

Want to be a more critical consumer of learning technologies and be prepared to undertake the commitment that comes with optimizing your tech stack? The Managing Learning Technologies Certificate delivers the tools, knowledge and skills applicable to your tech stack – no matter your challenges or needs.

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