

LMS Functional Specifications

1.1	Course Information	7
	Maintain Course Versioning.....	7
	Option to assign new version to currently assigned individuals.....	7
	System Manages Equivalencies Between Courses	8
	Equivalent courses can be inactive	8
	Prerequisites can be established with and/or options	9
	LMS supports blended learning	9
	Supports uploading of Sharable Content Object Reference Model (SCORM) wrapped content	10
	Supports the ability to add content objects to a SCORM loaded course	10
	Supports use of Aircraft Industry Computer-Based Training Committee (AICC) interface	11
	Other interface technologies are available that support media delivery such as web based training, required reading, etc.	11
	Time setting to flag that initial training is required rather than taking a retraining course.....	12
	Time setting to trigger expiration notification prior to due date	12
	Time setting to trigger minimum enrollment not met notification prior to due date	13
	Retraining frequency time window setting	13
	Establish instructor qualifications.....	14
	Check for instructor qualifications when selecting instructors	15
	List/add/remove qualified instructors	15
	Hazard analysis workflow process	16
	LMS has an API function for course information	16
	LMS has User Identified fields available for course information	17
2.1	Course Session Information	17
	Class sessions can be created, modified, or inactivated.....	17
	Check for student enrollment conflicts when changing date/time of sessions	18
	Assign primary and backup instructors.....	18
	Check for instructor qualifications when setting a session	19
	Check for instructor scheduling conflicts when setting a session	19
	Check for room availability conflicts when changing date/time	20
	Set a time frame to send a reminder notice	21
	Ability to clone sessions.....	21
	Ability to assign resources for class sessions.....	22
	Set a time window for a notification of resource needs prior to the session date	22
	Workflow to assign and approve instructor assignments	23

LMS Functional Specifications

LMS has an API function for session information	23
LMS has User Identified fields available for course information	24
3.1 Enrollment Information	24
System checks for prerequisites	24
Ability to complete enrollment following an incomplete prerequisite alert.....	25
Set a time window to check for incomplete prerequisite completion prior to session start.....	25
Auto schedule students into class session prior to their due dates	26
Class information can be viewed when selecting which session to enroll	26
Ability to schedule one or more persons into a session	27
Ability to schedule one or more persons into one or more sessions	27
Ability to view who made an enrollment.....	28
Ability to enroll matrix personnel	28
Check for duplicate enrollment	29
Check for maximum enrollment	30
Set time window for minimum enrollment not met notification to course owner	30
Alert of initial training required rather than retraining	31
Check for an earlier enrollment and drop so the person is not erroneously enrolled again	32
LMS has an API function for enrollment information.....	32
LMS has User Identified fields available for course information	33
4.1 Testing/Knowledge Check Information	33
Create different types of questions (multiple choice, true/false/fill in the blank, matching, essay, etc.)	33
Questions can be drawn individually or from a bank of questions when creating an exam.....	34
Question can and cannot be automatically randomized.....	34
Question distractors can and cannot be automatically randomized.....	35
The number of completion attempts can be set for web based delivery	35
Manager/course owner notification option when a student fails an exam	36
Computer delivered examination completion has student identification security.....	36
Challenge exams can be delivered independent of completing a course module.....	37
Option to deliver a challenge exam prior to completing an online course module.....	37
A knowledge check can be delivered without having a minimum passing score, reviews course content when a question is missed, and asks the question again and again until the correct answer is selected	38
Generate Kirkpatrick model Level 3 evaluation questionnaire	38

LMS Functional Specifications

LMS has an API function for testing/knowledge check information	39
LMS has User Identified fields available for course information	39
5.1 Course Completion Information	40
Interface with electronic roster, e.g., bar code reader or other	40
Ability to record different completion statuses.....	40
Ability to record completion status of multiple students per session.....	41
Ability to record a completion prior to current date.....	41
Restrict recording completion for a future date.....	42
Ability to attach scanned paper records to a course completion.....	42
Summary view of latest training taken for reporting	43
Outbound feed capability to send completion data, including attachments, to electronic records database.....	43
Manual Record tracking (i.e., mail log)	44
Manual Record disposition (i.e., mail log)	44
Automated Electronic Record disposition (i.e., mail log)	45
LMS has an API function for course completion information.....	45
LMS has User Identified fields available for course information	46
6.1 Facility/Resources Information.....	46
Add, modify, or delete facility information	46
Add, modify, or delete resource information	47
LMS has an API function for facility/resources information.....	48
LMS has User Identified fields available for course information	48
7.1 People Information	49
Ability to add a person independently of a Human Resources (HR) inbound feed.....	49
Ability to merge two people profiles	50
Support an inbound HR feed	50
LMS has an API function for people information.....	51
LMS has User Identified fields available for course information	52
8.1 Student Training Plan Information.....	52
Maintain Training Plan Versions	52
View past versions of Training Plans.....	53
Training Plan workflow that follow initial assignment of courses, manager review, and manager approval	53
Use HR data to auto populate Training Plans	54

LMS Functional Specifications

Group courses within a curriculum.....	54
Show curriculum as incomplete if not all courses are complete or a course expires on retraining	55
Ability to add a single course outside of a curriculum.....	55
A course added as a single course will show incomplete or expired if past a retraining frequency.....	56
Select individual courses or all courses can be removed from a Training Plan with a single action.....	56
Drop related enrollments when removing curricula/courses from an individual Training Plan	57
Clone individual Training Plans	57
Course requirement designators	58
Add/remove Training Plan items for matrix personnel	58
Identify the person who modified a Training Plan	59
Track proficiency.....	59
LMS has an API function for training plan information	60
LMS has User Identified fields available for course information.....	60
9.1 Notification Information	61
Notify user who created/modified a training plan when a person transfers companies or exits the Site	61
Notify user(s) who enrolled a student when the person goes on leave (short term disability, long term disability, etc.).....	61
Notify user who created/modified a Training Plan when a person returns to work from a leave	62
Session change notification specifies what changed.....	62
Notify student of session change.....	63
Notify student of an enrollment.....	63
Notify student when dropped from an enrollment.....	63
Notification to the student and user who made an enrollment when a scheduled session is cancelled	64
Enrollment reminder notification.....	64
Expiration notification to student (for select courses)	65
Maximum enrollment met to course owner	65
Minimum enrollment is not met to course owner	66
Fail, incomplete, or no-show notification to manager and user who made enrollment	66
Notify course owner and Training Records Administrator when course version is changed.....	67
Notify course owner prior to course review due date.....	67
Method to select which Manager receives notifications (primary, matrix, other)	68
Ability to create/modify notifications.....	68

LMS Functional Specifications

Send a notification of resource needs prior to the session date	69
Check for incomplete prerequisite prior to session start and send notification if not met	69
Notification if auto enrollment fails.....	70
LMS has an API function for notification information	70
LMS has User Identified fields available for course information	71
10.1 Reporting Information	71
Create ad-hoc reports	71
Save ad-hoc reports to be refreshed on demand	72
Email reports on demand	72
Email report on a schedule	73
Export report data in different file types (e.g., Excel, pdf, etc.)	73
System has pre-structured audit reports.....	74
LMS has an API function for reporting information.....	74
LMS has User Identified fields available for course information	75
11.1 Outlook Calendar Interface Information	75
Add session course number, title, date, time and location to student’s Outlook calendar	75
Remove calendar item from student’s Outlook calendar	76
Modify date, time and/or location when a session is changed	76
Notify the manager and alert the user making an enrollment when a student doesn’t have an Outlook account.....	77
Interface with Outlook calendars to identify schedule conflicts when enrolling students	77
12.1 User Interface Information	77
User can configure dashboard to personal preference	78
Training Plan is displayed (desire to sort by incomplete, coming due, complete)	79
Training Plan displays course status	79
View training history	79
View scheduled sessions.....	80
Launch web based content	80
LMS has an API function for user interface information	80
LMS has User Identified fields available for course information	81
13.1 Mobility Information.....	81
System accommodates mobile devices	81
Ability to download course content, complete offline, and then later sync with the system	82

LMS Functional Specifications

Ability to send text messages of scheduled events (e.g., training enrollment, instructor assignment, etc.)	82
14.1 Security Information	82
System has multi-layered depth and breadth of security roles.....	83
15.1 System Information.....	84
Web Browser Application	84
Single sign-on capability.....	84
Supports inbound feeds.....	85
Supports outbound feeds	85
System allows live connection with other databases	85
System is cloud hosted.....	86
System can be hosted on premise	86
System is Federal Risk and Authorization Management Program (FedRAMP) certified	86
System is compliant with Section 508 of The Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) in alignment with the compliance criteria codified in 36 CFR 1194, Electronic and Information Technology Accessibility Standards.	87
System requirements specified by the vendor	87
The system has other features not specified in requirements document	88

LMS Functional Specifications

1.1 Course Information

1.1.0.0	Category:	Course
1.1.1.0	Function:	Versioning
1.1.1.1	Feature:	Maintain Course Versioning
	Role(s):	Training Coordinator, Required Reading Coordinator, Training Records Administrator
	Scenario:	Course information is reviewed and updated on a periodic schedule or when audits are in progress, so it is beneficial if the LMS has version capabilities so the past version information can be reviewed if necessary.
	Evaluation Criteria:	Given the need to view past information when making course updates or auditing, then the past versions can be selected and viewed.

1.1.0.0	Category:	Course
1.1.1.0	Function:	Versioning
1.1.1.2	Feature:	Option to assign new version to currently assigned individuals
	Role(s):	Training Coordinator, Required Reading Coordinator, Training Records Administrator
	Scenario:	<p>Required reading assignments are managed in the LMS as if they were course assignments. The LMS needs to have version capabilities so new versions can be reassigned to the people who were assigned the previous version.</p> <p>Example: a procedure is assigned to 10 people. When the procedure is revised, there is an option to reassign the new version to the 10 people and it would show incomplete until they reviewed and acknowledge the new version.</p>
	Evaluation Criteria:	Given the need to assign new required reading versions, there should be an option to reassign the updated required reading or course to people who were assigned previously and they would then show incomplete for that version.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.2.0	Function:	Equivalency
1.1.2.1	Feature:	System Manages Equivalencies Between Courses
	Role(s):	Training Records Administrator
	Scenario:	In many cases, one course (say course Y) will contain equivalent information to another course (say course X). When a person is assigned course X, the Site doesn't want the person to duplicate required training and should show complete course X when the person has previously completed the equivalent course, Y.
	Evaluation Criteria:	Given the need to not duplicate training when a person is assigned a course (X) that has previously completed an equivalent course (Y), then when the person is assigned course X, the reporting process will display the completion date and information of course Y for course X.

1.1.0.0	Category:	Course
1.1.2.0	Function:	Equivalency
1.1.2.2	Feature:	Equivalent courses can be inactive
	Role(s):	Training Records Administrator
	Scenario:	One course (say course X) may be inactive and superseded by a new course number (say course Y). An equivalent connection of new course Y would need to be maintained to the inactive course X, so people who previously completed course X don't show delinquent for course Y.
	Evaluation Criteria:	Given the need to maintain an equivalency when a course (say course X) is superseded by a new course (say course Y), then the reporting process will continue to display the completion date and information of course X for course Y.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.3.0	Function:	Prerequisite
1.1.3.1	Feature:	Prerequisites can be established with and/or options
	Role(s):	Training Records Administrator
	Scenario:	Many training programs have progression paths where there may be courses that are prerequisites to other courses. Additionally, some courses may have more than one prerequisite course or have the option of completing one or another course. So the system needs to have an "and" and "or" option when establishing prerequisites.
	Evaluation Criteria:	Given the need for prerequisite courses with an "and" or "or" option when entering course information then the user will be able to establish prerequisites with "and" and "or" options.

1.1.0.0	Category:	Course
1.1.4.0	Function:	Blended Learning
1.1.4.1	Feature:	LMS supports blended learning
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	The content of some training programs are such that they can be delivered in different settings and/or methods. For example, some parts of a program could have a curriculum where it includes computer (web) based delivery for knowledge content and then on-the-job training/evaluation components.
	Evaluation Criteria:	Given the need for blended learning when it can be applied in a training program, then then a blended learning curriculum can be established in the LMS.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.5.0	Function:	LMS Interface Tools
1.1.5.1	Feature:	Supports uploading of Sharable Content Object Reference Model (SCORM) wrapped content
	Role(s):	Training Coordinator, Instructional Designer, Training Record Administrator, Logistics Specialist
	Scenario:	When a course is acquired from a vendor or created and wrapped in a SCORM format, the SCORM file can be uploaded in the LMS and then delivered through the LMS.
	Evaluation Criteria:	Given the need to use SCORM wrapped content when a course can be delivered as web based training, then a SCORM file can be uploaded in the LMS and the content is delivered per the design methodology.

1.1.0.0	Category:	Course
1.1.5.0	Function:	LMS Interface Tools
1.1.5.2	Feature:	Supports the ability to add content objects to a SCORM loaded course
	Role(s):	Training Coordinator, Instructional Designer, Training Record Administrator, Logistics Specialist
	Scenario:	<p>There are instances where having the ability to add a content object to a previously uploaded SCORM course is beneficial.</p> <p>For example, if a SCORM course is acquired from a vendor to meet regulatory safety training, the vendor's information typically satisfies the general regulatory information. However, the vendor's course doesn't have Site specific content; therefore, having the ability to add Site specific content within the uploaded SCORM course is beneficial.</p>
	Evaluation Criteria:	Given the need to insert additional content objects (say Site specific information) when using an uploaded SCORM course, then additional content objects can be added to the uploaded SCORM course.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.5.0	Function:	LMS Interface Tools
1.1.5.3	Feature:	Supports use of Aircraft Industry Computer-Based Training Committee (AICC) interface
	Role(s):	Training Coordinator, Instructional Designer, Training Record Administrator, Logistics Specialist
	Scenario:	Using an AICC interface tool is beneficial for some application uses such as tracking completion of required reading.
	Evaluation Criteria:	Given the need to use an AICC type tool when tracking completion of such things as required reading, then a content object can be configured in the LMS and be ready for launch.

1.1.0.0	Category:	Course
1.1.5.0	Function:	LMS Interface Tools
1.1.5.4	Feature:	Other interface technologies are available that support media delivery such as web based training, required reading, etc.
	Role(s):	Training Coordinator, Instructional Designer, Training Record Administrator, Logistics Specialist
	Scenario:	There is an interest as to whether or not a vendor has additional technologies available the support interfacing with the LMS such as experience application programming interface (xAPI).
	Evaluation Criteria:	Given the desire to determine if there are other viable LMS interface tools when delivering web type content, then products that the vendor identifies will be evaluated based on the merits of the products at that time.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.6.0	Function:	Alert Settings
1.1.6.1	Feature:	Time setting to flag that initial training is required rather than taking a retraining course
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	There are a few courses that have a retraining frequency and if a person completes initial training and then changes job positions where the person doesn't need to stay current and goes out of date (say 4 years). Then the person takes another job position that again requires the lapsed training requirement, but retraining is not allowed due to the length of time being expired, the LMS has a setting to alert the person making the enrollment that initial training is required.
	Evaluation Criteria:	Given the need to flag some courses with retraining frequencies when a person has expired for a period of time that requires retaking the initial course, then the LMS has a setting for the time window to trigger an alert to the person making the enrollment.

1.1.0.0	Category:	Course
1.1.6.0	Function:	Alert Settings
1.1.6.2	Feature:	Time setting to trigger expiration notification prior to due date
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	There are select courses that have a retraining frequency and it is beneficial for the student to be reminded that he/she will expire so action can be taken before going delinquent. As such, the system needs the capability to set a time window to notify the student of the upcoming expiration.
	Evaluation Criteria:	Given the need to notify people of an upcoming expiration date when a select retraining course has a time window established, then the LMS should have a method to establish the time window that will trigger the notification to be sent.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.6.0	Function:	Alert Settings
1.1.6.3	Feature:	Time setting to trigger minimum enrollment not met notification prior to due date
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	There are select courses that need a minimum number of students to maintain training efficiency. As such the system should send the course owner a notification when the minimum number has not been met far enough in advance that the session can be cancelled or rescheduled.
	Evaluation Criteria:	Given the need to cancel or reschedule sessions when the minimum enrollments have not been met, then the LMS should have a setting to establish a time window to notify the course owner.

1.1.0.0	Category:	Course
1.1.6.0	Function:	Alert Settings
1.1.6.4	Feature:	Retraining frequency time window setting
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	There are select courses that are required to be retrained in full or part and the system needs to have a setting to establish the time window. At Hanford, we typically designate the window in terms of months (e.g., 12 mo., 24 mo., etc.). Additionally, even though the setting is by month, the expiration is to the day. Example: a course with a 12 month setting is completed on 1/15/2017. Then the expiration would be 1/15/2018. The system also needs to account for leap years and not add an extra day.
	Evaluation Criteria:	Given the need to retrain courses when a retraining frequency is set, then the LMS should have a setting to establish a retraining time window that will expire to the day of the frequency and account for leap years.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.7.0	Function:	Instructor Support
1.1.7.1	Feature:	Establish instructor qualifications
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many courses require qualified instructors. The instructor qualifications are based on which course numbers that the person needs have completed to be qualified. As such, the course numbers for qualification can be specified.
	Evaluation Criteria:	Given the need to specify which courses a person needs to be current in when establishing course criteria, then there needs to be the ability to add or remove one or more instructor qualification courses.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.7.0	Function:	Instructor Support
1.1.7.2	Feature:	Check for instructor qualifications when selecting instructors
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Only qualified instructors can be assigned to teach courses. As such, the LMS needs to compare the person being selected to the course number specified for instructor qualifications and alert the user if the person does not meet the qualifications and still allow the assignment to be made
	Evaluation Criteria:	Given the need to only assign qualified instructors when setting a session, then there should be a process to compare the person being selected to the qualification course criteria and alert the user if the person does not meet the qualification criteria and still allow the selection to be made.

1.1.0.0	Category:	Course
1.1.7.0	Function:	Instructor Support
1.1.7.3	Feature:	List/add/remove qualified instructors
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Only qualified instructors can be assigned to teach courses. As such, the system needs to display the list of selected instructors and allow adding others or deleting existing and display whether or not they meet qualification requirements.
	Evaluation Criteria:	Given the need to only assign qualified instructors when setting a session, then the user should be able to view existing, add, or remove individuals and should be able to view the qualification status of each per course in the LMS.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.8.0	Function:	Workflow
1.1.8.1	Feature:	Hazard analysis workflow process
	Role(s):	Instructional Designer, Program Manager, Industrial Safety, Location Manager
	Scenario:	<p>Many of the Site training courses involve either props or use of a facility as part of the curriculum. These activities are required by 10 CFR 851 to be analyzed for hazards and establish controls when encountered.</p> <p>A workflow for hazard analysis is desired that can be configured to go to specific personnel who establish, review, and approve hazards/controls.</p>
	Evaluation Criteria:	Given the need to perform a hazard analysis review when performing training that the uses props or a facility, then a workflow process can be successfully established.

1.1.0.0	Category:	Course
1.1.9.0	Function:	Application Programming Interface (API)
1.1.9.1	Feature:	LMS has an API function for course information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

LMS Functional Specifications

1.1.0.0	Category:	Course
1.1.10.0	Function:	Unique Fields
1.1.10.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have at least 13 User ID fields available in the course area.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if user ID fields are available, they can be evaluated for viability.

2.1 Course Session Information

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.1	Feature:	Class sessions can be created, modified, or inactivated.
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many courses require having sessions set that allows students to be enrolled, typically for instructor led classroom training.
	Evaluation Criteria:	Given the need to enroll students into classroom sessions when this type of training setting is necessary, then sessions can be created, modified, or inactivated.

LMS Functional Specifications

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.2	Feature:	Check for student enrollment conflicts when changing date/time of sessions
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many times a scheduled class session will need to be moved to a different date and/or time. The people who are enrolled into the session should remain enrolled; however, to ensure that people don't have a conflict with other scheduled training, the system needs to check for schedule conflicts and alert the user.
	Evaluation Criteria:	Given the need to change the date and/or time of a scheduled training session when there is a condition that necessitates the move, then the system should check the students who are enrolled in the session to determine if anyone is also enrolled into a different class that conflicts with the new date/time and alert the user making the enrollment of the conflict.

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.3	Feature:	Assign primary and backup instructors
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Most courses have a primary and backup instructor. As such, the system should have a method to designate a primary instructor and a backup instructor.
	Evaluation Criteria:	Given the need to have a primary and backup instructors when making instructor assignments, then the LMS should have the capability to designate a primary and backup instructor for a course.

LMS Functional Specifications

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.4	Feature:	Check for instructor qualifications when setting a session
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many courses require only qualified instructors be assigned. As such, the user needs the ability to select from a list instructors that are qualified to teach the course or change instructor assignments.
	Evaluation Criteria:	Given the need to only assign qualified instructors when creating or modifying sessions, then the system should provide a list of instructors and identify which ones meet qualification criteria for the course so only qualified instructors (and backup) are selected.

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.5	Feature:	Check for instructor scheduling conflicts when setting a session
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	To ensure the instructor(s) for a session will be available, the system should check that the person is not already assigned to instruct a class during that date/time slot.
	Evaluation Criteria:	Given the need to ensure instructor availability when scheduling sessions, then the LMS should check for scheduling conflicts and alert the user when one is detected.

LMS Functional Specifications

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.6	Feature:	Check for room availability conflicts when changing date/time
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many times a scheduled class session will need to be moved to a different date and/or time. When this happens, the system should check if the room selected for the session being changed is reserved for the new date/time and alerts the user of a conflict. Additionally, the system should provide a list of alternative rooms that would be available on the new date/time.
	Evaluation Criteria:	Given the need to change the date and/or time of a scheduled training session when there is a condition that necessitates the move, then the system should check the room selected for the new date/time to determine if it is already reserved and if so, alert the user and provide a list of alternative rooms that are available.

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.7	Feature:	Compare the number of seats available in a room to the maximum enrollment for the course.
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	When selecting a room during creating or changing a session, the system should compare the room capacity to the maximum enrollment to ensure that there are enough seats available.
	Evaluation Criteria:	Given the need to select or change a room when creating or modifying a session, then the LMS should compare the room capacity to the maximum enrollment for the course and alert the user if the room does not have enough capacity.

LMS Functional Specifications

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.8	Feature:	Set a time frame to send a reminder notice
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many enrollments are made weeks or months prior to the session being conducted. As such, it is beneficial to have an option for the LMS to send a reminder email to the enrolled student at a time period set by the user.
	Evaluation Criteria:	Given the need to remind students when they are enrolled in sessions, then the LMS should have an option to set a time period specified by the user to send a notification.

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.9	Feature:	Ability to clone sessions
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	The Hanford Site sets over 1,500 course sessions a year. Many of the session use the same resources over and over. As such, it is extremely beneficial to have the ability to clone past sessions, which relieves the user re-entering the same information over and over.
	Evaluation Criteria:	Given the need to not re-enter session information over and over when setting course sessions, then the user can clone a new session from a past session and modify information as needed.

LMS Functional Specifications

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.10	Feature:	Ability to assign resources for class sessions
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many of the Site class sessions require a variety of equipment and/or props. The resources that are necessary to conduct the session are identified to ensure those items are available when needed.
	Evaluation Criteria:	Given the need to have the necessary resources (audio, visual, props, etc.) when conducting class sessions, then the LMS has a feature to identify class session resources.

2.1.0.0	Category:	Course Session
2.1.1.0	Function:	Session
2.1.1.11	Feature:	Set a time window for a notification of resource needs prior to the session date
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many sessions require support personnel to bring resource needs or prepare props for use. As such, the LMS needs to have time window that can be set to notify designated email recipients the list of resource needs.
	Evaluation Criteria:	Given the need to set a time window to notify support personnel of resources needs prior to when a session is conducted, then the LMS should have a time window setting.

LMS Functional Specifications

2.1.0.0	Category:	Course Session
2.1.2.0	Function:	Workflow
2.1.2.1	Feature:	Workflow to assign and approve instructor assignments
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist, Instructor, Manager
	Scenario:	When setting sessions and assigning instructors, the instructor needs to concur availability and manager needs to approve the assignment. As such, the system should have workflow capability to make, concur, and approve the assignment.
	Evaluation Criteria:	Given the need to ensure instructor availability when making instructor assignments, then the system needs to have a workflow capability to make the assignment, have the instructor concur availability, and the manager approve the assignment.

2.1.0.0	Category:	Course Session
2.1.3.0	Function:	Application Programming Interface (API)
2.1.3.1	Feature:	LMS has an API function for session information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

LMS Functional Specifications

2.1.0.0	Category:	Course Session
2.1.4.0	Function:	Unique Fields
2.1.4.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have User ID fields available.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

3.1 Enrollment Information

3.1.0.0	Category:	Enrollment
3.1.1.0	Function:	Prerequisites
3.1.1.1	Feature:	System checks for prerequisites
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many training programs have progression paths where one or more courses need to be completed prior to taking the course being enrolled. As such, the LMS needs to check and verify pre-requisites are complete and if not, alert the user making the enrollment.
	Evaluation Criteria:	Given the need to follow a progression path when making enrollments, then the LMS needs to check for prerequisite completions and alert the user making the enrollment if not met.

LMS Functional Specifications

3.1.0.0	Category:	Enrollment
3.1.1.0	Function:	Prerequisite
3.1.1.2	Feature:	Ability to complete enrollment following an incomplete prerequisite alert
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many times, people need to be enrolled into classes prior to completing a prerequisite class. As such, the user making the enrollment needs the ability to continue an enrollment following an alert that the person is not complete for the prerequisite course.
	Evaluation Criteria:	Given the need to enroll students in to progression type courses when the student has not yet met the prerequisite course, then the use can acknowledge the alert and continue the enrollment.

3.1.0.0	Category:	Enrollment
3.1.1.0	Function:	Prerequisite
3.1.1.3	Feature:	Set a time window to check for incomplete prerequisite completion prior to session start
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	Many times, enrollments are made weeks or months prior to the sessions being conducted. Because of the lead time, there are instances where the person is not able to attend the prerequisite course. As such, the system should have a time window setting to trigger a check for prerequisite completion prior to the date of a course requiring the completion of the prerequisite and notify the user who made the enrollment so action can be taken.
	Evaluation Criteria:	Given the need to ensure students have completed a prerequisite course when the course requiring the prerequisite is about to be conducted, then the LMS should have a time window setting to trigger a check that perquisites are complete prior to conducting the session.

LMS Functional Specifications

3.1.0.0	Category:	Enrollment
3.1.2.0	Function:	Auto Enrollment
3.1.2.1	Feature:	Auto schedule students into class session prior to their due dates
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	The Hanford Site delivers over 1,500 classroom sessions per year. Having a system that can evaluate the due dates for retraining and auto enrolling the student ensures the student does not lapse on required retraining. To accurately enroll students, the system needs to check for conflicts and take shift work schedules into account.
	Evaluation Criteria:	Given the need to ensure personnel do not lapse on required retraining when they are coming due, then the LMS needs to check for scheduling conflicts, take shift schedules into account, and auto enroll the student into a session within 30 days of and prior to expiration.

3.1.0.0	Category:	Enrollment
3.1.3.0	Function:	Manual Enrollment
3.1.3.1	Feature:	Class information can be viewed when selecting which session to enroll
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	When manually enrolling students into sessions, the user needs to view the relevant information, such as session code, date, time, duration, location/room, available seats, vendor, cost, etc.
	Evaluation Criteria:	Given the need to ensure student attendance is compatible with business needs when manually enrolling, then the LMS needs to display the relevant information such as session code, date, time, duration, location/room, available seats, vendor, cost, etc.

LMS Functional Specifications

3.1.0.0	Category:	Enrollment
3.1.3.0	Function:	Manual Enrollment
3.1.3.2	Feature:	Ability to schedule one or more persons into a session
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	There are many instances where the user needs to enroll more than one student into the same session. Having the ability to enroll more than one student at a time into a session saves time and effort for the user.
	Evaluation Criteria:	Given the need to enroll more than one student when enrolling, then the LMS needs to allow selecting one or more students when making an enrollment.

3.1.0.0	Category:	Enrollment
3.1.3.0	Function:	Manual Enrollment
3.1.3.2	Feature:	Ability to schedule one or more persons into one or more sessions
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Some facilities/organizations plan "block training" where the facility idles operations to complete safety training. In instances such as this, the user needs the ability to enroll more than one student into one or more sessions. Having the ability to enroll more than one student at a time into more than one session saves time and effort for the user.
	Evaluation Criteria:	Given the need to enroll more than one student into one or more sessions when enrolling, then the LMS needs to allow selecting one or more students and one or more sessions when making an enrollment.

LMS Functional Specifications

3.1.0.0	Category:	Enrollment
3.1.3.0	Function:	Manual Enrollment
3.1.3.3	Feature:	Ability to view who made an enrollment
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	There is a need to be able to identify who made a previous enrollment because matrix personnel can be enrolled by different users and there are instances where the two users need to communicate when business needs create a conflict with training schedule.
	Evaluation Criteria:	Given the need to identify who made an enrollment when business needs creates a conflict with training schedule, then the person who made a specific enrollment can be identified.

3.1.0.0	Category:	Enrollment
3.1.4.0	Function:	Matrix Personnel
3.1.4.1	Feature:	Ability to enroll matrix personnel
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	On the Hanford Site, there are multiple contractors that send workers to another contractor's facility to perform work. As such, the user needs to have the ability to enroll other contractor's personnel into sessions to ensure they meet that contractor's regulatory training requirements to perform work.
	Evaluation Criteria:	Given the need to ensure another contractor's person meets regulatory training requirements when performing work for another contractor, then the LMS needs to allow one user to enroll another contractor's person into a session.

LMS Functional Specifications

3.1.0.0	Category:	Enrollment
3.1.5.0	Function:	Enrollment Conflict
3.1.5.1	Feature:	Check for enrollment conflict
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	When making enrollments, the system needs to check for conflicts and alert the user so an enrollment cannot be made if the student is already enrolled for another session during that date/time.
	Evaluation Criteria:	Given the need to avoid a conflict when enrolling a student into a session, then the system needs to check for conflicts, alert the user, and not allow the enrollment.

3.1.0.0	Category:	Enrollment
3.1.5.0	Function:	Enrollment Conflict
3.1.5.2	Feature:	Check for duplicate enrollment
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	The Site has workers that can be matrixed to many different facilities and they may have the same training requirements, but different users who track status and make enrollments. As such, it is possible that two users may want to enroll a student into the same course, but not necessarily the same session. So the system should check if the student is already enrolled into that course and alert the user making the enrollment so the student enrollment isn't duplicated.
	Evaluation Criteria:	Given that different users may enroll a student into the same course, but not the same session when enrolling, then the system needs to check to see if the student is already enrolled into that course and alert the user of that enrollment.

LMS Functional Specifications

3.1.0.0	Category:	Enrollment
3.1.5.0	Function:	Enrollment Conflict
3.1.5.3	Feature:	Check for maximum enrollment
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	To ensure that the number of students enrolled doesn't exceed the number of seats available in the room, the system needs to block enrollments when the number of enrolled students reaches the maximum allowed for the session.
	Evaluation Criteria:	Given the need to ensure the number of students don't exceed the number of seats in the room when enrolling students, then the LMS needs to block enrollments when the maximum number is reached.

3.1.0.0	Category:	Enrollment
3.1.5.0	Function:	Enrollment Conflict
3.1.5.4	Feature:	Set time window for minimum enrollment not met notification to course owner
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many courses have minimum enrollment numbers to ensure there are enough students per session to achieve training efficiencies. As such, the system needs allow the user to select a time window prior to the session date to notify the course owner if the minimum number is not met.
	Evaluation Criteria:	Given the need to have a minimum number of students attending a course session when the session is nearing the delivery date, then the LMS needs to have the capability to set a time window prior to the session.

LMS Functional Specifications

3.1.0.0	Category:	Enrollment
3.1.5.0	Function:	Enrollment Conflict
3.1.5.5	Feature:	Alert of initial training required rather than retraining
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	There are a few courses that have a retraining frequency and if a person completes initial training and then changes job positions where the person doesn't need to stay current and goes out of date (say 4 years). Then the person takes another job position that again requires the lapsed training requirement, but retraining is not allowed due to the length of time being expired, the LMS alerts the user making the enrollment that initial training is required.
	Evaluation Criteria:	Given the need to flag some courses with retraining frequencies when a person has expired for a period of time that requires retaking the initial course rather than retraining, then the LMS checks the parameters and alerts the person making the enrollment if the condition is met.

LMS Functional Specifications

3.1.0.0	Category:	Enrollment
3.1.5.0	Function:	Enrollment Conflict
3.1.5.6	Feature:	Check for an earlier enrollment and drop so the person is not erroneously enrolled again
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Due to workers being matrixed and more than one user tracking and enrolling the workers in sessions, it is advantageous that if the person had been previously enrolled and then later dropped within a specified time window (say 6 months), the system would alert the current user who is making an enrollment so communication can be made with the person who made the drop and the worker is not erroneously enrolled again.
	Evaluation Criteria:	Given the need to ensure workers are not erroneously enrolled when they have been enrolled previously and then dropped within a specified time window (say 6 months), then the LMS checks for this condition and alerts the user making an enrollment of who dropped the worker previously.

3.1.0.0	Category:	Enrollment
3.1.6.0	Function:	Application Programming Interface (API)
3.1.6.1	Feature:	LMS has an API function for enrollment information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

LMS Functional Specifications

3.1.0.0	Category:	Session
3.1.7.0	Function:	Unique Fields
3.1.7.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have User ID fields available.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

4.1 Testing/Knowledge Check Information

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.1	Feature:	Create different types of questions (multiple choice, true/false/fill in the blank, matching, essay, etc.)
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	Many courses have examination or knowledge check requirements. Additionally, these evaluation tools need to have the ability to use multiple question types.
	Evaluation Criteria:	Given the need to have different question types when necessary to evaluate training objectives, then the LMS has the capability to create different types of questions such as multiple choice, true/false, fill in the blank, matching, essay, etc.

LMS Functional Specifications

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.2	Feature:	Questions can be drawn individually or from a bank of questions when creating an exam
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	When creating an exam, the user needs the capability to assign a specific question to an exam or have the system randomly draw a question(s) from a bank of questions.
	Evaluation Criteria:	Given the need to create different levels of examination when designing the evaluation method, then the LMS needs to have the capability to select a specific question or have the system randomly draw from a bank of questions.

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.3	Feature:	Question can and cannot be automatically randomized
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	Some courses have a need to sequence exam questions in a specific order or allow the system randomly place the questions in the exam.
	Evaluation Criteria:	Given the need to have an exam in a specific order or allow random placement when designing the evaluation method, then the LMS needs the capability to select questions in a specific order or allow the LMS to place questions in a random order.

LMS Functional Specifications

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.4	Feature:	Question distractors can and cannot be automatically randomized
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	Some questions need to have distractors in a specific order, such as a multiple choice question where the last distractor is all of the above or allow random shuffling by the LMS.
	Evaluation Criteria:	Given the need to have some exam question distractors in a specific order or be randomized when creating an exam, then the LMS needs to have a feature that locks the distractors in a specific order or allow random shuffling.

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.5	Feature:	The number of completion attempts can be set for web based delivery
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	Some training programs allow more than one attempt to complete a web based delivery exam/knowledge check. As such, the system needs the ability to specify how many completion attempts are allowed.
	Evaluation Criteria:	Given the need to allow a limited number of attempts to complete an exam when delivering a web based evaluation tool, then the number of attempts to complete an exam can be set.

LMS Functional Specifications

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.6	Feature:	Manager/course owner notification option when a student fails an exam
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	Some training programs require a person to be suspended from performing activities and/or remediation upon unsuccessful completion of a required examination. Therefore when a required examination is failed, the system should send an email notification to the student's manager and course owner so follow up action can be taken.
	Evaluation Criteria:	Given the need to suspend or remediate a student when there is an unsuccessful completion of a required examination, then the LMS needs to have an option setting to send the student's manager and course owner an email notification of an exam failure.

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.7	Feature:	Computer delivered examination completion has student identification security
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	For computer delivered examinations, there is a need to ensure that the person submitting completion of the exam is the student that will receive credit for the course. As such, there needs to be a security feature that requires the student who will receive credit to acknowledge completion through a unique ID or other security methodology.
	Evaluation Criteria:	Given the need for strict exam security when delivering a required examination through a computer, then the LMS needs a method to ensure that only the student receiving credit is the person who submits the exam for credit.

LMS Functional Specifications

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.8	Feature:	Challenge exams can be delivered independent of completing a course module
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	Some training programs allows taking a challenge exam that alleviates the need to complete the course content regardless of the delivery method of the course, e.g., online, classroom, self-study, etc.
	Evaluation Criteria:	Given the need to allow taking a challenge exam independent of completing course content when allowed by the training program, then the LMS needs the capability to deliver an exam independently from course content.

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.9	Feature:	Option to deliver a challenge exam prior to completing an online course module
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	Most online training courses or programs are delivered in modules. Many times, an option to complete a challenge exam can be allowed alleviating the need to complete the module. Also, upon failure of completing a challenge exam, then the LMS delivers the module content and delivers a different exam at the end of the module.
	Evaluation Criteria:	Given the need for an option to deliver a challenge exam prior to completing a module, delivering module content upon failure and then delivering a different exam at the end of the module completion when a training program allows, then the LMS needs an option to offer challenge exams prior to completing online course modules and if failed, deliver a different exam at the end of the module.

LMS Functional Specifications

4.1.0.0	Category:	Testing/Knowledge Check
4.1.1.0	Function:	Exam
4.1.1.10	Feature:	A knowledge check can be delivered without having a minimum passing score, reviews course content when a question is missed, and asks the question again and again until the correct answer is selected
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	Some training programs have knowledge checks, but don't require formal exams with passing scores. In these situations, the knowledge check is designed to ask a question and if the incorrect answer is selected, the system returns to the content and then asks the question again. This is repeated until the correct answer of the question is selected.
	Evaluation Criteria:	Given the need to review course content, but not have a minimum passing score when a knowledge check question is missed, then the LMS needs to review content upon an incorrect answer, ask the question again, and then repeat the process until the correct answer is selected.

4.1.0.0	Category:	Testing/Knowledge Check
4.1.2.0	Function:	Evaluation
4.1.2.1	Feature:	Generate Kirkpatrick model Level 3 evaluation questionnaire
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	Some courses use the Kirkpatrick Level 3 evaluation model to determine if course content is being applied in the field. This is usually done through two methods, by having prior students complete a questionnaire or using a questionnaire by a person performing field observations of prior students working on the job.
	Evaluation Criteria:	Given the need to determine if course content is being applied in the field when evaluating courses using the Kirkpatrick model Level 3 methodology, then the LMS needs to be able to create Level 3 type questionnaires.

LMS Functional Specifications

4.1.0.0	Category:	Testing/Knowledge Check
4.1.3.0	Function:	Application Programming Interface (API)
4.1.3.1	Feature:	LMS has an API function for testing/knowledge check information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

4.1.0.0	Category:	Testing/Knowledge Check
4.1.4.0	Function:	Unique Fields
4.1.4.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have User ID fields available.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

5.1 Course Completion Information

5.1.0.0	Category:	Course Completion
5.1.1.0	Function:	Electronic Roster
5.1.1.1	Feature:	Interface with electronic roster, e.g., bar code reader or other
	Role(s):	Training Coordinator, Instructional Designer, Training Records Administrator, Logistics Specialist
	Scenario:	It is desired to have a method where students acknowledge classroom attendance electronically (e.g., bar code reader), the instructor can mark completion status (complete, fail, etc.), and the completions are electronically updated in the LMS.
	Evaluation Criteria:	Given the desire to electronically record student attendance when conducting classroom training, then the LMS needs to have capability to electronically acknowledge student attendance and allow the instructor can specify a completion status.

5.1.0.0	Category:	Course Completion
5.1.2.0	Function:	Record Completion
5.1.2.1	Feature:	Ability to record different completion statuses
	Role(s):	Instructor, Training Records Administrator
	Scenario:	Many courses have a tuition cost associated with training attendance and there are different types of attendance codes; such as no-show (doesn't show for scheduled training), incomplete (showed up, but had to leave early), complete bill (complete and tuition applied), complete no-bill (complete and tuition not applied), etc.
	Evaluation Criteria:	Given the need to record different attendance statuses when recording the outcome of training, then the LMS needs the capability to record a number of different types of attendance codes.

LMS Functional Specifications

5.1.0.0	Category:	Course Completion
5.1.2.0	Function:	Record Completion
5.1.2.2	Feature:	Ability to record completion status of multiple students per session
	Role(s):	Training Records Administrator
	Scenario:	When recording completion from a paper roster, the Training Records Administrator should be able to record the completion status of multiple students who attended the session without repeating the process for each student.
	Evaluation Criteria:	Given the need to record completion of multiple students per session when applying an attendance code, then the LMS allows applying various attendance codes to multiple students in a session without repeating a process for each student.

5.1.0.0	Category:	Course Completion
5.1.2.0	Function:	Record Completion
5.1.2.3	Feature:	Ability to record a completion prior to current date
	Role(s):	Training Records Administrator
	Scenario:	Many times a student may have completed training previously from another site or company that meets regulatory training requirements or previous to the date being entered into the LMS. In these cases, the student can be given credit for the training completed previously and the date must be recorded when completed rather than the date being entered.
	Evaluation Criteria:	Given the need to grant credit for training taken elsewhere when meeting the regulatory training requirements or taken previously to the date being entered into the LMS, then the LMS must allow recording a completion date prior to the current date.

LMS Functional Specifications

- 5.1.0.0 Category:** Course Completion
- 5.1.2.0 Function:** Record Completion
- 5.1.2.4 Feature:** Restrict recording completion for a future date
- Role(s):** Training Records Administrator
- Scenario:** The system needs to restrict or block the ability to record a completion for a date in the future.
- Evaluation Criteria:** Given that it is impossible for a student to complete training in the future when entering completions in the LMS, then the LMS must restrict or block the ability to record a completion in the future.

5.1.0.0	Category:	Course Completion
5.1.2.0	Function:	Record Completion
5.1.2.5	Feature:	Ability to attach scanned paper records to a course completion
	Role(s):	Training Records Administrator
	Scenario:	There will be a need to record completions from a paper record, scan the record, and attach the scanned file to a course completion. Then the attached files would be transferred to an authorized electronic records database for future disposition.
	Evaluation Criteria:	Given the need to include scanned copies when recording training completion from a paper record, then the LMS needs to have the capability to attached scanned files to a specific course completion.

LMS Functional Specifications

5.1.0.0	Category:	Course Completion
5.1.3.0	Function:	Current Course
5.1.3.1	Feature:	Summary view of latest training taken for reporting
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	Many regulatory training courses have retraining frequencies such as 12, 24, 36, months. Over time the training history for a student will show multiple completions and it makes reviewing current status difficult. As such, it is beneficial to have a table that shows only the latest initial and retraining courses completed for easy reporting purposes.
	Evaluation Criteria:	Given the desire to show only the most recent completion data when displaying reports, then the LMS should have a table where only the latest initial or retraining course data is displayed.

5.1.0.0	Category:	Course Completion
5.1.4.0	Function:	System Interface
5.1.4.1	Feature:	Outbound feed capability to send completion data, including attachments, to electronic records database
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	Many classroom sessions will have paper rosters. A scanned copy of the paper roster will need to be included as part of the historical training record. All records on the Hanford Site are to be sent to an electronic records storage database. As such, the LMS must have the capability of an outbound feed, with attached scanned files, being transferred to the electronic records storage database through an outbound feed.
	Evaluation Criteria:	Given that the Hanford Site uses an electronic records storage database for all records when recording completion with a paper record, then the LMS must be able to transfer an attached scanned file through an outbound feed and retain the connection to the completed session.

LMS Functional Specifications

5.1.0.0	Category:	Course Completion
5.1.5.0	Function:	Record Disposition Tracking
5.1.5.1	Feature:	Manual Record tracking (i.e., mail log)
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	The Hanford Site has a method of tracking the disposition of training records (in house called a Mail Log). This is an electronic method to identify and document the receipt and disposition of training records/documentation. When a hard copy record/documentation is received, the basic record related metadata is entered such as completion date, the instructor, session code, etc. If the record is incomplete (e.g., missing a student or instructor signature) that requires the record to be returned for completion, this system allows the tracking to ensure that the corrections are made and the record gets final disposition.
	Evaluation Criteria:	Given that the Hanford Site Training Records account for every record when received for input, then the LMS should have a method to identify that a record was incomplete and had to be returned for completion.

5.1.0.0	Category:	Course Completion
5.1.5.0	Function:	Record Disposition Tracking
5.1.5.2	Feature:	Manual Record disposition (i.e., mail log)
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	When a hard copy record/documentation is received, the basic record related metadata is entered such as completion date, the instructor, session code, etc. If the record is complete and already has a session established the system, then the records moves on to final disposition. If there wasn't a pre-established session, then the user can click a radio button to create a new session and then the record moves on to final disposition.
	Evaluation Criteria:	Given that the Hanford Site Training Records account for every record when received for input, then the LMS should have a method to identify that a record was

LMS Functional Specifications

		received and create a session if incomplete and had to be returned for completion.
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5.1.0.0	Category:	Course Completion
5.1.5.0	Function:	Record Disposition Tracking
5.1.5.3	Feature:	Automated Electronic Record disposition (i.e., mail log)
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	Web based training courses are currently completed in a different electronic system than an LMS. Assuming this remained the same, the system would need to be able to receive an inbound feed (e.g., flat file) and record the web based completions and also create a record of receipt and disposition in the mail log area.
	Evaluation Criteria:	Given that web based training may be complete outside of an LMS when students complete web based training, then the LMS should have a method to receive an inbound feed, create the completion record, and update the receipt in something similar to a mail log.

5.1.0.0	Category:	Course Completion
5.1.6.0	Function:	Application Programming Interface (API)
5.1.6.1	Feature:	LMS has an API function for course completion information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

LMS Functional Specifications

5.1.0.0	Category:	Course Completion
5.1.7.0	Function:	Unique Fields
5.1.7.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have User ID fields available.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

6.1 Facility/Resources Information

6.1.0.0	Category:	Facility/Resources
6.1.1.0	Function:	Facility Data
6.1.1.1	Feature:	Add, modify, or delete facility information
	Role(s):	Training Records Administrator
	Scenario:	To ensure that the student knows where to report for training, the system needs to house facility/location information such as facility name, address, location, etc.
	Evaluation Criteria:	Given the need for a student to know where training will be delivered, then the LMS needs to have the ability to add, modify, or delete the data associated with the facility/location.

LMS Functional Specifications

6.1.0.0	Category:	Facility/Resources
6.1.2.0	Function:	Resource Data
6.1.2.1	Feature:	Add, modify, or delete resource information
	Role(s):	Training Records Administrator
	Scenario:	To ensure that a session has the needed resources (audio, visual, props, etc.) to conduct the class, the system needs to house resource information and the user can add, modify, or delete data.
	Evaluation Criteria:	Given that resources need to be assigned when scheduling sessions, then the LMS needs the capability of adding, modifying, or deleting resource information.

LMS Functional Specifications

6.1.0.0	Category:	Facility/Resources
6.1.3.0	Function:	Application Programming Interface (API)
6.1.3.1	Feature:	LMS has an API function for facility/resources information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

6.1.0.0	Category:	Facility/Resources
6.1.4.0	Function:	Unique Fields
6.1.4.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have User ID fields available.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

LMS Functional Specifications

7.1 People Information

7.1.0.0	Category:	People
7.1.1.0	Function:	People Data
7.1.1.1	Feature:	Ability to add a person independently of a Human Resources (HR) inbound feed
	Role(s):	Training Records Administrator
	Scenario:	<p>New personnel receive a lifetime unique Hanford Identification (HID) number when onboarding onto the Site that is input to the HR database.</p> <p>Additionally, new personnel must first complete 2 days to 5 months of regulatory safety/job training prior to working independently.</p> <p>As such, being able to manually add an individual to the LMS prior to onboarding allows new people to be enrolled into scheduled training sessions so there is no delay in starting training after onboarding.</p>
	Evaluation Criteria:	Given the need to enroll new personnel into scheduled sessions prior to onboarding when a student does not yet have an HID assigned, then the LMS needs the capability to manually add a person profile to the LMS.

LMS Functional Specifications

7.1.0.0	Category:	People
7.1.1.0	Function:	People Data
7.1.1.2	Feature:	Ability to merge two people profiles
	Role(s):	Training Records Administrator
	Scenario:	<p>New personnel receive a lifetime unique Hanford Identification (HID) number when onboarding to the Site that is input to the HR database.</p> <p>As such, being able to manually add an individual to the LMS prior to onboarding allows new people to be enrolled into scheduled training sessions so there is no delay in starting training after onboarding.</p> <p>Then after the person is assigned an HID and an HR inbound feed adds the person to the LMS, then the two profiles and related records from the manually entered profile can be merged into one profile (the HR profile).</p>
	Evaluation Criteria:	Given the need to only have one profile per person when a person is manually added prior to being added through an HR inbound feed, then then the two profiles can be merged into one (the HR profile) maintaining any related data (history, enrollments) from the manually added profile.

7.1.0.0	Category:	People
7.1.1.0	Function:	People Data
7.1.1.3	Feature:	Support an inbound HR feed
	Role(s):	Database Administrator
	Scenario:	<p>New personnel receive a lifetime unique Hanford Identification (HID) number when onboarding onto the Site that is input to the HR database.</p> <p>After the person is assigned an HID an HR inbound feed adds the person to the LMS, as such the LMS needs to support an inbound feed from an HR database.</p>
	Evaluation Criteria:	Given the need to add people to the LMS from the HR database when onboarding to the Site, then the LMS needs to support an inbound HR feed.

LMS Functional Specifications

7.1.0.0	Category:	People
7.1.1.0	Function:	People Data
7.1.1.4	Feature:	Ability to matrix people to one or more groups (organizations, departments, managers, etc.)
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Many departments of the companies on the Hanford Site, matrix their people to other facilities, departments, and/or managers. As such, the LMS needs the capability to matrix personnel to one or more of these resources.
	Evaluation Criteria:	Given the need to matrix personnel when supporting other Site resources, then the LMS needs the ability to matrix personnel to one or more resources such as facilities, departments, managers, etc.

7.1.0.0	Category:	People
7.1.2.0	Function:	Application Programming Interface (API)
7.1.2.1	Feature:	LMS has an API function for people information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

LMS Functional Specifications

7.1.0.0	Category:	People
7.1.3.0	Function:	Unique Fields
7.1.3.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have User ID fields available.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

8.1 Student Training Plan Information

8.1.0.0	Category:	Student Training Plan
8.1.1.0	Function:	Versioning
8.1.1.1	Feature:	Maintain Training Plan Versions
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	The student Training Plan is what courses are assigned to an individual. It is desired that versioning of changes to a Training Plan can be made so an historical view can be made when necessary.
	Evaluation Criteria:	Given the need to review past Training Plan versions when changes have been made, then the LMS needs the capability to maintain versions of Training Plans.

LMS Functional Specifications

8.1.0.0	Category:	Student Training Plan
8.1.1.0	Function:	Versioning
8.1.1.2	Feature:	View past versions of Training Plans
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	There are instances where the ability to review past Training Plan assignments is beneficial. As such, the system should have the capability to review past versions of an individual Training Plan.
	Evaluation Criteria:	Given the need to review past versions of Training Plan when there are questions about past course assignments, then past versions of an individual's Training Plan can be viewed.

8.1.0.0	Category:	Student Training Plan
8.1.2.0	Function:	Workflow
8.1.2.1	Feature:	Training Plan workflow that follow initial assignment of courses, manager review, and manager approval
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist, Manager
	Scenario:	When personnel are hired, change positions, or move to other departments, the individual's Training Plan is assigned or modified. The assignments/modifications are made by a user and then a manager reviews and approves the Training Plan. Having a workflow for this process is desired.
	Evaluation Criteria:	Given the need to create/modify individual Training Plans when hiring, job changes, or moving to another department, then the LMS should have a workflow to allow assignment/change and the manager reviews/approves.

LMS Functional Specifications

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.1	Feature:	Use HR data to auto populate Training Plans
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Most personnel will have a Human Resources profile that includes elements such as job title, department, etc. It is desired to have a system where training requirements can be associated with the HR elements and the system will update the individual's Training Plan upon based on HR system data.
	Evaluation Criteria:	Given the desire to associate training requirements with HR data (job title, department, etc.) when being added/when making changes in the HR database, then the LMS will create/modify an individual's Training Plan when an addition/change is detected.

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.2	Feature:	Group courses within a curriculum
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Many training assignment can be made based on a job functions, facility assignment, department assignment, etc. This allows grouping courses to assign on a Training Plan based on criteria for these different areas. So, it is beneficial if the system accommodates course grouping into a curriculum.
	Evaluation Criteria:	Given that courses can be grouped based on variable criteria when creating/modifying Training Plans, then the LMS should have the capability of grouping courses within a curriculum.

LMS Functional Specifications

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.3	Feature:	Show curriculum as incomplete if not all courses are complete or a course expires on retraining
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	When grouping courses in a curriculum, many times they are created where all courses must be current for the individual to perform the related activity. Example: for an Operator to perform surveillance rounds, 4 courses must be current and if not, the Operator is not eligible to perform that duty. It is beneficial to have the system show the curriculum as incomplete when a course is not complete or retraining has expired.
	Evaluation Criteria:	Given that courses can be grouped in curriculum and there are instances where all courses must be complete/current when making job assignments, then the LMS needs to flag the curriculum as incomplete when one or more courses are not complete or current.

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.4	Feature:	Ability to add a single course outside of a curriculum
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	In addition to assigning curriculum groups of courses to a Training Plan, there are instances where assigning a single course without being part of a curriculum is desired.
	Evaluation Criteria:	Given that there are instances where adding a single course to a Training Plan outside of a curriculum is beneficial when assigning courses to a Training Plan, then the LMS should allow assigning a single course outside of a curriculum.

LMS Functional Specifications

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.5	Feature:	A course added as a single course will show incomplete or expired if past a retraining frequency
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	When adding a single course outside of a curriculum, the system should still have the capability to show the course as incomplete or expired if past the retrain date.
	Evaluation Criteria:	Given that a course added to a Training Plan outside of a curriculum needs to show incomplete or expired when the course has not been initially completed or retraining is not current, then the LMS needs to show the single course as incomplete or expired.

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.6	Feature:	Select individual courses or all courses can be removed from a Training Plan with a single action
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Currently, to add a course on an individual Training Plan the course(s) must be within a curriculum. This means that some Training Plans have a number of curricula; some with only one course. Removing the curricula from a Training Plan must be done one at a time, which is very time consuming. As such it is desired that one or more curricula/courses or all be removed with a single action or at least less cycling through many screens one at a time.
	Evaluation Criteria:	Given that only one curriculum/course can be deleted when removing curricula/courses from an individual Training Plan, then the LMS should have the capability to select one or more curricula/courses or select all to be removed with a single action (or less than cycling through many screens one at a time).

LMS Functional Specifications

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.7	Feature:	Drop related enrollments when removing curricula/courses from an individual Training Plan
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	When a person exits the Site or changes job functions that change the training requirements, the individual Training Plan is either cleared or adjusted. In many instances, a person may be enrolled into a class that gets removed from the Training Plan, but the enrollment is not cancelled. As such, it is desired that the system check for enrollments related to courses being removed from a Training Plan and drop the enrollment automatically.
	Evaluation Criteria:	Given that people may be enrolled into courses that are being removed when the individual Training Plan is cleared/adjusted, then the LMS should check for related course enrollments and automatically drop the student from the enrollment.

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.8	Feature:	Clone individual Training Plans
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Many times, multiple people in the same job position will have the same courses assigned on the individual Training Plan. As such, it is desired that the Training Plan of one individual can be cloned to another person.
	Evaluation Criteria:	Given that the Training Plan may be the same for multiple people in a job position when a new person's Training Plan needs to be created, then the LMS should have the capability to clone a Training Plan and assign it to a new person.

LMS Functional Specifications

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.9	Feature:	Course requirement designators
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	The individual Training Plan for some job functions have both regulatory required training courses and professional development training courses. Many times the professional development courses may not available to be completed in a timely manner. As such, these courses are designated as "Optional" rather than "Mandatory" so it is not included in performance metrics. So, the system should have a way to designate "mandatory" (required) courses and other (optional).
	Evaluation Criteria:	Given that some courses may not be mandatory by regulation, but rather professional development and may not be readily available and should not be included when measuring performance indicators, then the LMS should have a method to designate "Mandatory" or "Optional" (or other type of designators).

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.10	Feature:	Add/remove Training Plan items for matrix personnel
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Because the Site matrix people to multiple organizations, more than one Training Coordinator may need to maintain the individual's Training Plan. As such, the system needs to allow different people to add/remove curricula/courses on Training Plans.
	Evaluation Criteria:	Given that there may be more than one Training Coordinator when maintaining a person's Training Plan, then the LMS needs to allow cross-functional management of a Training Plan.

LMS Functional Specifications

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.11	Feature:	Identify the person who modified a Training Plan
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Because the Site has matrix personnel and there may be multiple Training Coordinators maintaining the Training Plan, it is beneficial if identifying who made previous changes so communication can be made if adjustments to the Training Plan need to occur.
	Evaluation Criteria:	Given that multiple Training Coordinators may be involved when maintaining Training Plans, then the LMS should have a method to identify who made previous changes so communication can be made.

8.1.0.0	Category:	Student Training Plan
8.1.3.0	Function:	Training Plan
8.1.3.12	Feature:	Track proficiency
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Many of the job functions on the Site requires a person to perform designated task periodically to remain proficient with the task (e.g., operator rounds, control room operations, etc.). Additionally, some of the courses related to the task may also have a retrain frequency. As such, the system needs a method to track select courses for proficiency in addition to having a specified retraining frequency.
	Evaluation Criteria:	Given that some courses require proficiency performance in addition to a retraining frequency when required, then the LMS needs to have the capability to assign and track proficiency in additional to a retrain frequency.

LMS Functional Specifications

8.1.0.0	Category:	Student Training Plan
8.1.4.0	Function:	Application Programming Interface (API)
8.1.4.1	Feature:	LMS has an API function for training plan information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

8.1.0.0	Category:	Student Training Plan
8.1.5.0	Function:	Unique Fields
8.1.5.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have User ID fields available.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

LMS Functional Specifications

9.1 Notification Information

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.1	Feature:	Notify user who created/modified a training plan when a person transfers companies or exits the Site
	Role(s):	Training Coordinator, Training Records Administrator
	Scenario:	The LMS supports multiple companies on the Hanford Site. When a person moves from one company to another or exits the Site, it is desired that the system send a notification to the person(s) who created the Training Plan so it can be adjusted or cleared.
	Evaluation Criteria:	Given that the user(s) who created/modified a person's Training Plan needs to know when the person changes companies or exits the Site, then the LMS sends a notification to the user(s) who created/modified the Training Plan.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.2	Feature:	Notify user(s) who enrolled a student when the person goes on leave (short term disability, long term disability, etc.)
	Role(s):	Training Coordinator
	Scenario:	When a person goes on unplanned leave from the Site, the system needs to notify the user(s) who made an enrollment if the enrollment is active so the student can be dropped from the enrollment.
	Evaluation Criteria:	Given the need to drop a student from active enrollments when the student goes on unplanned leave, then the LMS should send the user(s) who made the enrollment(s) so the student can be dropped.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.3	Feature:	Notify user who created/modified a Training Plan when a person returns to work from a leave
	Role(s):	Training Coordinator
	Scenario:	When a person returns to work from a leave, a review of the required training needs to be made to determine if the person should be enrolled into training sessions. As such, the system should send a notification to the user who created/modified the Training Plan of the person's return to work.
	Evaluation Criteria:	Given the need to review status of a person's Training Plan when returning from a leave of absence, then the LMS should send the user who created/modified the person's Training Plan a notification of the return to work.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.4	Feature:	Session change notification specifies what changed
	Role(s):	Student
	Scenario:	When session parameters are changed (e.g., time, date, location, etc.), then the system should send a notification that specifies what changed. For example if the location changed, the notification would state something like "location x has changed to location y".
	Evaluation Criteria:	Given that students need to know what changed when changes are made to sessions, then the system should specifically denote the change.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.5	Feature:	Notify student of session change
	Role(s):	Student
	Scenario:	When session parameters are changed (e.g., time, date, location, etc.), then the system should send the student a notification of what changed.
	Evaluation Criteria:	Given that a student needs to be notified when session parameters are changed, then the LMS should send a notification to the student.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.6	Feature:	Notify student of an enrollment
	Role(s):	Student
	Scenario:	When a person is enrolled into a session, the system needs to notify the person that he/she has been enrolled into the session and include the necessary details such as date, time, location, etc.
	Evaluation Criteria:	Given that a person needs to know when and where to arrive when an enrollment is made, then the LMS should send the enrolled student a notification with the session details.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.7	Feature:	Notify student when dropped from an enrollment
	Role(s):	Student
	Scenario:	When a person is dropped from an enrollment, he/she needs to know to show up for that session. As such, the system should send a notification of the drop to the student.
	Evaluation Criteria:	Given that a person does not need to show up for class when an enrollment is dropped, then the LMS needs to send a notification of the drop.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.8	Feature:	Notification to the student and user who made an enrollment when a scheduled session is cancelled
	Role(s):	Training Coordinator, Student
	Scenario:	There are instances where a scheduled session will need to be cancelled rather than changed. In these instances, the system should notify the student and the user who made the enrollment so the student doesn't show up for a cancelled session and another enrollment can be made if necessary.
	Evaluation Criteria:	Given that a student and user who made an enrollment needs to know when a scheduled session is cancelled (not rescheduled), then the LMS should send a notification to the student and the user who made the enrollment.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.9	Feature:	Enrollment reminder notification
	Role(s):	Student
	Scenario:	Because some enrollments are made weeks to months ahead of the scheduled date, students need to be sent a reminder (say 7 days ahead) so they don't miss attending the session.
	Evaluation Criteria:	Given that a student needs to be reminded when an enrollment is made in advance, then the LMS needs to send a notification at a specified time ahead of the session.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.10	Feature:	Expiration notification to student (for select courses)
	Role(s):	Student
	Scenario:	To ensure individuals don't expire for select regulatory required retraining courses, it is beneficial for the system to send a reminder of the expiration prior to the due date.
	Evaluation Criteria:	Given that students should be reminded of retraining expirations when approaching the due date, then the LMS should send an Expiration Notification at the set trigger window.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.11	Feature:	Maximum enrollment met to course owner
	Role(s):	Course Owner
	Scenario:	When scheduling sessions, the desire is to not have too many or too few. So when the maximum enrollment is met, then the system should notify the course owner in case additional sessions should be established to meet demand.
	Evaluation Criteria:	Given that additional sessions may need to be scheduled when a maximum enrollment is reached, then the LMS should send a notification to the course owner of a session reaching maximum enrollment.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.12	Feature:	Minimum enrollment is not met to course owner
	Role(s):	Course Owner
	Scenario:	To maintain training efficiency, many courses have a minimum number of students. When that minimum number of enrollments is not met, then the system should send a notice prior to the scheduled date to the course owner to determine if it should be cancelled or rescheduled.
	Evaluation Criteria:	Given that the course owner needs to determine if a session should be cancelled or rescheduled when the minimum number of enrollments are not met, then the LMS should send the course owner a notification prior to the scheduled date of the session.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.13	Feature:	Fail, incomplete, or no-show notification to manager and user who made enrollment
	Role(s):	Training Coordinator, Manager
	Scenario:	There are courses that if a student fails a required examination, then the person's manager is suspend the person's qualification and restrict him/her from performing related work. As such, the manager and the Training Coordinator need to know of these instances so the manager can make the suspension and the Training Coordinator can adjust the training enrollments.
	Evaluation Criteria:	Given that a person may need to be disqualified from work activities and re-enrolled when the person completion status is fail, incomplete, or no-show, then the LMS needs to send a notification to the manager and Training Coordinator.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.14	Feature:	Notify course owner and Training Records Administrator when course version is changed
	Role(s):	Training Records Administrator, Course Owner
	Scenario:	Course information may be modified by different roles and when there are changes made, the course owner and Training Records Administrator needs to be notified to maintain configuration/requirements management of course information. As such, the system should send a notification when course versioning changes occur.
	Evaluation Criteria:	Given that configuration/requirements management needs to be maintained when course information is changed, then the LMS needs to send designated roles a notification when course information changes.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.15	Feature:	Notify course owner prior to course review due date
	Role(s):	Training Records Administrator
	Scenario:	To ensure course information is maintained current and requirements are met, the course information is reviewed/updated each year. As such, the system should send a reminder notification to the Course Owner and Training Records Administrator of an upcoming review prior to the annual expiration date.
	Evaluation Criteria:	Given the need to remind course owners when approaching an annual review date, then the LMS should send the Course Owner and Training Records Administrator a notification prior to the annual expiration date.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.16	Feature:	Method to select which Manager receives notifications (primary, matrix, other)
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Because many people have matrix assignments where the person may not report to his/her direct manager, then the system should have a method to designate which Manager (person) a notification should go to for those notifications that are sent to a Manager.
	Evaluation Criteria:	Given that there are matrix personnel who report to other than his/her direct Manager and that's the person needs to receive notifications when the manager is to receive a notification, then the LMS needs a method to designate which Manager (person) should receive notifications.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.17	Feature:	Ability to create/modify notifications
	Role(s):	Training Records Administrator
	Scenario:	Notifications may need to be tailored to match such things as Site terminology, change field specifications, etc. As such, the system needs to allow a designated role to create/modify notifications.
	Evaluation Criteria:	Given the need to create/modify notifications when they need to be tailored to match Site terminology or have field changes, then the LMS needs to accommodate a designated role this capability.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.18	Feature:	Send a notification of resource needs prior to the session date
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Many sessions require support personnel to bring resource needs or prepare props for use. As such, the LMS needs to have the functionality to send designated email recipients the list of resource needs at a specified time prior to the session start.
	Evaluation Criteria:	Given the need to set up resources prior to when a session is conducted, then the LMS should send an email of the resource needs to selected individuals at a specific time prior to the session being conducted.

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notification
9.1.1.19	Feature:	Check for incomplete prerequisite prior to session start and send notification if not met
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	Many times, enrollments are made weeks or months prior to the sessions being conducted. Because of the lead time, there are instances where the person is not able to attend the prerequisite course. As such, the system should check for prerequisite completion prior to the date of a course requiring the completion of the prerequisite at the specified time window and notify the user who made the enrollment so action can be taken.
	Evaluation Criteria:	Given the need to ensure students have completed a prerequisite course when the course requiring the prerequisite is about to be conducted, then the LMS should check that prerequisites are complete at the time window setting prior to the session and notify the user who made the enrollment if the prerequisite is not met.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.1.0	Function:	Notifications
9.1.1.20	Feature:	Notification if auto enrollment fails
	Role(s):	Training Coordinator, Training Records Administrator, Logistics Specialist
	Scenario:	Having an auto enrollment process, there are instances where there may not be a class session scheduled, but there is one or more people who need to complete the training so they don't lapse on required retraining. In these instances, the system needs to send a notification to designated individual(s) to take action to set a session.
	Evaluation Criteria:	Given that there may not be a session available when the system runs an auto enrollment process, then the LMS sends an email notification to a designated individual(s).

9.1.0.0	Category:	Notifications
9.1.2.0	Function:	Application Programming Interface (API)
9.1.2.1	Feature:	LMS has an API function for notification information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

LMS Functional Specifications

9.1.0.0	Category:	Notifications
9.1.3.0	Function:	Unique Fields
9.1.3.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have User ID fields available.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

10.1 Reporting Information

10.1.0.0	Category:	Reporting
10.1.1.0	Function:	Report
10.1.1.1	Feature:	Create ad-hoc reports
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Users of the system should be able to create different reports to satisfy their reporting needs. As such, the system should have ad-hoc reporting capabilities.
	Evaluation Criteria:	Given that user needs ad-hoc capability when generating reports, then if the LMS has ad-hoc reporting capability, the feature will then be evaluated.

LMS Functional Specifications

10.1.0.0	Category:	Reporting
10.1.1.0	Function:	Report
10.1.1.2	Feature:	Save ad-hoc reports to be refreshed on demand
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Users of the system should be able to save a created report and then refresh the data on demand.
	Evaluation Criteria:	Given that a user shouldn't need to re-create a report when wanting refreshed information, then the LMS needs the capability to save created reports and refresh on demand.

10.1.0.0	Category:	Reporting
10.1.1.0	Function:	Report
10.1.1.3	Feature:	Email reports on demand
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Many times, a report will be generated by one user and then sent to one or more other people. As such, the system should have the capability to generate a report and then send it to one or more people on demand.
	Evaluation Criteria:	Given that a user may need to send a report on demand when generating a report, then the LMS needs the capability to send a report on demand to one or more other people.

LMS Functional Specifications

10.1.0.0	Category:	Reporting
10.1.1.0	Function:	Report
10.1.1.4	Feature:	Email report on a schedule
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Many times, a report will need to be reviewed periodically by the same people. As such, the system should have the capability to schedule saved reports, refresh the data, and then send on a preset schedule.
	Evaluation Criteria:	Given that reports are reviewed periodically when the recipient needs to view updated information, then the LMS should have the capability to refresh the data and email the report on a preset schedule to designated recipients.

10.1.0.0	Category:	Reporting
10.1.2.0	Function:	Export
10.1.2.1	Feature:	Export report data in different file types (e.g., Excel, pdf, etc.)
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	There are instances when a user may desire to export report data for further review or data manipulation. As such, the system should have data export capabilities to other file formats such as Excel or pdf.
	Evaluation Criteria:	Given the users need to export report data when performing further review or data manipulation, then the LMS should have report export capabilities to other file formats such as Excel, pdf, etc.

LMS Functional Specifications

10.1.0.0	Category:	Reporting
10.1.3.0	Function:	Audit
10.1.3.1	Feature:	System has pre-structured audit reports
	Role(s):	Training Coordinator, Training Records Administrator, Logistic Specialist
	Scenario:	Many times, users need to have audit reports ran to ensure configuration management and integrity of the system. As such, it is desired that the system have pre-structured audit reports or the capability to create ad-hoc audit reports.
	Evaluation Criteria:	Given the need to run audit type reports when monitoring configuration management and integrity of the system, then if the LMS has audit report capability, it will be evaluated at that time.

10.1.0.0	Category:	Reporting
10.1.4.0	Function:	Application Programming Interface (API)
10.1.4.1	Feature:	LMS has an API function for reporting information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

LMS Functional Specifications

10.1.0.0	Category:	Reporting
10.1.5.0	Function:	Unique Fields
10.1.5.1	Feature:	LMS has User Identified fields available for course information
	Role(s):	Application Administrator/Training Records Administrator/Database Administrator
	Scenario:	The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record. It is desired to have User ID fields available.
	Evaluation Criteria:	Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

11.1 Outlook Calendar Interface Information

11.1.0.0	Category:	Outlook Calendar Interface
11.1.1.0	Function:	Calendar
11.1.1.1	Feature:	Add session course number, title, date, time and location to student's Outlook calendar
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	When a student is enrolled into a session, the system needs to locate the student's Outlook calendar and load the session information.
	Evaluation Criteria:	Given that the student needs to know where and when to report for training when enrolled into a class session, then the LMS needs to locate the student's Outlook calendar and load the course number, course title, date, time, and location.

LMS Functional Specifications

11.1.0.0	Category:	Outlook Calendar Interface
11.1.1.0	Function:	Calendar
11.1.1.2	Feature:	Remove calendar item from student's Outlook calendar
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	When a student is dropped from a session, the system needs to locate a previously loaded calendar item and delete it.
	Evaluation Criteria:	Given that the student shouldn't show up for training when a session is cancelled, then the LMS should locate the previously loaded calendar item and delete it.

11.1.0.0	Category:	Outlook Calendar Interface
11.1.1.0	Function:	Calendar
11.1.1.3	Feature:	Modify date, time and/or location when a session is changed
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	When the date, time, and/or location of a session is changed, then the system should locate the previously loaded calendar item and update the information.
	Evaluation Criteria:	Given that the student needs to know when changes are made to a session, then the LMS needs to locate the previously loaded calendar item, update the date, time and/or location information and ensure there is no old calendar item remaining.

LMS Functional Specifications

11.1.0.0	Category:	Outlook Calendar Interface
11.1.1.0	Function:	Calendar
11.1.1.4	Feature:	Notify the manager and alert the user making an enrollment when a student doesn't have an Outlook account
	Role(s):	Training Records Administrator, Database Administrator, Student
	Scenario:	There are personnel who may not have active computer accounts, so they won't have an Outlook calendar to load session information. As such, the system needs to check for an active Outlook account and send the person's manager a notification and alert the user who is making the enrollment if no account is located.
	Evaluation Criteria:	Given that students need to know that they have been enrolled into a session when they don't have active Outlook account, then the LMS needs to send a notification to the person's manager and alert the user making the enrollment.

11.1.0.0	Category:	Outlook Calendar Interface
11.1.1.0	Function:	Calendar
11.1.1.5	Feature:	Interface with Outlook calendars to identify schedule conflicts when enrolling students
	Role(s):	Training Records Administrator, Database Administrator, Student
	Scenario:	It would be desirable if the system could have live interface with a student's Outlook calendar to pre-check for scheduling conflicts when enrolling students into classroom sessions.
	Evaluation Criteria:	Given the desire to identify schedule conflicts when enrolling students, then the LMS would alert the user making an enrollment of a potential schedule conflict.

12.1 User Interface Information

LMS Functional Specifications

12.1.0.0	Category:	User Interface
12.1.1.0	Function:	Dashboard
12.1.1.1	Feature:	User can configure dashboard to personal preference
	Role(s):	Student
	Scenario:	It is desired that the user interface has the capability to allow the user to configure the dashboard to his/her personal preferences.
	Evaluation Criteria:	Given that individuals perform best with applications when the application is configured to his/her personal preference, then the LMS should have the capability to configure the dashboard by user.

LMS Functional Specifications

12.1.0.0	Category:	User Interface
12.1.2.0	Function:	Course Data
12.1.2.1	Feature:	Training Plan is displayed (desire to sort by incomplete, coming due, complete)
	Role(s):	Student
	Scenario:	The user should be able to view his/her Training Plan and the status of each course assigned based on priority of need.
	Evaluation Criteria:	Given that the student needs to know what courses he/she is assigned and which have priority for completion when accessing the LMS, then the LMS needs to display course assignments and it is desired they sort by incomplete, coming due, complete.

12.1.0.0	Category:	User Interface
12.1.2.0	Function:	Course Data
12.1.2.2	Feature:	Training Plan displays course status
	Role(s):	Student
	Scenario:	The user should be able to view his/her Training Plan and the status of each course assigned.
	Evaluation Criteria:	Given that the student needs to know the status of the courses on his/her Training Plan when accessing the LMS, then the LMS needs to display the status of each course (incomplete, completion date, due date, etc.).

12.1.0.0	Category:	User Interface
12.1.2.0	Function:	Course Data
12.1.2.3	Feature:	View training history
	Role(s):	Student
	Scenario:	The user should be able to view the history of training taken.
	Evaluation Criteria:	Given that the student needs to be able to view training history when checking on past training, then the LMS needs to display the individual's training history.

LMS Functional Specifications

12.1.0.0	Category:	User Interface
12.1.2.0	Function:	Course Data
12.1.2.4	Feature:	View scheduled sessions
	Role(s):	Student
	Scenario:	The user should be able to access the system and view what training sessions he/she are scheduled to take.
	Evaluation Criteria:	Given that the user needs to stay current with required training and be able to view scheduled training sessions when checking enrollment status, then the LMS needs to display what sessions the student is enrolled in and the related course information (date, time, location, etc.).

12.1.0.0	Category:	User Interface
12.1.3.0	Function:	Content Launch
12.1.3.1	Feature:	Launch web based content
	Role(s):	Student
	Scenario:	The user should be able to launch web based training content from the user dashboard.
	Evaluation Criteria:	Given that the student will need to complete online training courses when assigned, then the LMS should have a method to launch web based training from the user dashboard and record completion.

12.1.0.0	Category:	User Interface
12.1.4.0	Function:	Application Programming Interface (API)
12.1.4.1	Feature:	LMS has an API function for user interface information
	Role(s):	Application Administrator, Training Records Administrator, Database Administrator
	Scenario:	There may be some non-standard support processes that could be used without customizing the LMS if there is an API function available.
	Evaluation Criteria:	Given the need to use non-standard LMS processes when an interface with the LMS is needed, then if an API is available, it can be evaluated for viability.

LMS Functional Specifications

- 12.1.0.0 Category:** User Interface
- 12.1.5.0 Function:** Unique Fields
- 12.1.5.1 Feature:** LMS has User Identified fields available for course information
- Role(s):** Application Administrator/Training Records Administrator/Database Administrator
- Scenario:** The Hanford Site has some unique fields where the LMS supplies data to other systems through outbound feeds or identifies specific elements to complete a training record.
- It is desired to have User ID fields available.
- Evaluation Criteria:** Given the need for some unique fields when information needs to be fed to other systems or specifics to complete a training record, then if available, the LMS can be evaluated for viability.

13.1 Mobility Information

13.1.0.0	Category:	Mobility
13.1.1.0	Function:	Mobility
13.1.1.1	Feature:	System accommodates mobile devices
	Role(s):	Student
	Scenario:	It is desired that the system accommodate mobile devices such a tablets, phones, etc. This would allow the user to complete course content with flexibility without sitting at a computer work station. It also allows online completion of things such as on-the-job training checklists.
	Evaluation Criteria:	Given that users desire access to the system when not at a work station, then the LMS should accommodate devices (tablets, phones) and adjust displayed content to the type of mobile device.

LMS Functional Specifications

13.1.0.0	Category:	Mobility
13.1.1.0	Function:	Mobility
13.1.1.2	Feature:	Ability to download course content, complete offline, and then later sync with the system
	Role(s):	Student
	Scenario:	It is advantageous for users that have limited access to desktop work stations or when on travel to be able to download course content to a mobile device, complete the content offline, and then upload (synchronize) the completion later with the LMS.
	Evaluation Criteria:	Given that users could complete training content when not stationed at a desktop work station, then the LMS should accommodate downloading of content, completing content offline, and then upload completed results (synchronize) later with the LMS.

13.1.0.0	Category:	Mobility
13.1.1.0	Function:	Mobility
13.1.1.3	Feature:	Ability to send text messages and/or load calendar items of scheduled events on a phone calendar (e.g., training enrollment, instructor assignment, etc.)
	Role(s):	Student, Application Administrator, Training Records Administrator
	Scenario:	It is advantageous for users that have mobile devices to receive reminder notices and/or load calendar items of scheduled events such as class enrollments, instructor assignments, etc.
	Evaluation Criteria:	Given that users would benefit from receiving notifications on a mobile device, a system can be configured to where notifications (such as text messages) are sent on a designated schedule and the notification is received.

14.1 Security Information

LMS Functional Specifications

14.1.0.0	Category:	Security
14.1.1.0	Function:	Security Roles
14.1.1.1	Feature:	System has multi-layered depth and breadth of security roles
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	There will be different access needs in the system, which will be defined as a role such as Training Coordinator, Training Records Administrator, etc. To ensure the designated role has the correct access permissions, the system needs to have the multi role/permission capability.
	Evaluation Criteria:	Given that there will be different levels of access and what can be performed in the system when creating roles, then the LMS needs to have multi-layered depth and breadth security features that will be evaluated when demonstrated.

LMS Functional Specifications

15.1 System Information

15.1.0.0	Category:	System
15.1.1.0	Function:	User Interface
15.1.1.1	Feature:	Web Browser Application
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	To accommodate the most flexibility for the end user, the user interface with the system needs to be through a web browser.
	Evaluation Criteria:	Given that web browser application provides the most user flexibility when using the system, then the LMS needs to be a web browser application.

15.1.0.0	Category:	System
15.1.1.0	Function:	User Interface
15.1.1.2	Feature:	Single sign-on capability
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	To provide the most flexibility for the user and still maintain adequate security, the system should be configured so it logs the person into the system based on the person's network login credentials.
	Evaluation Criteria:	Given that single sign-on accommodates ease of use when accessing the system, then the LMS needs to support single sign-on capability.

LMS Functional Specifications

15.1.0.0	Category:	System
15.1.2.0	Function:	System Interface
15.1.2.1	Feature:	Supports inbound feeds
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	The Hanford Site shares information between databases through inbound and outbound feeds. As such, the system needs to support inbound and outbound feeds.
	Evaluation Criteria:	Given that the system needs inbound feed information when needing data from other systems, then the LMS needs to support inbound feeds.

15.1.0.0	Category:	System
15.1.2.0	Function:	System Interface
15.1.2.2	Feature:	Supports outbound feeds
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	The Hanford Site shares information between databases through inbound and outbound feeds. As such, the system needs to support inbound and outbound feeds.
	Evaluation Criteria:	Given that the system needs inbound feed information when needing data from other systems, then the LMS needs to support outbound feeds.

15.1.0.0	Category:	System
15.1.2.0	Function:	System Interface
15.1.2.3	Feature:	System allows live connection with other databases
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	There may be instances where a live connection with another database is desired. As such, the LMS should have live connection capabilities where data can be shared and updated with/by other systems.
	Evaluation Criteria:	Given that live update capabilities are desired when a live connection is desired, then if the LMS should have live data transfer capability that will be evaluated..

LMS Functional Specifications

15.1.0.0	Category:	System
15.1.3.0	Function:	System
15.1.3.1	Feature:	System is cloud hosted
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	It may be desired to have a cloud based hosted system.
	Evaluation Criteria:	Given that it may be desired to have a cloud based system when determining where to host the system, then the vendor should offer a cloud based solution.

15.1.0.0	Category:	System
15.1.3.0	Function:	System
15.1.3.2	Feature:	System can be hosted on premise
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	It may be desired to host a system on premise.
	Evaluation Criteria:	Given that it may be desired to host a system on premise when determining where to host the system, then the vendor should offer an on premise solution.

15.1.0.0	Category:	System
15.1.4.0	Function:	Compliance
15.1.4.1	Feature:	System is Federal Risk and Authorization Management Program (FedRAMP) certified
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	If cloud base hosting is desired, the system must be FedRAMP certified.
	Evaluation Criteria:	Given that the system must meet federal requirements when cloud based hosting is used, then the LMS cloud must be FedRAMP certified.

LMS Functional Specifications

15.1.0.0	Category:	System
15.1.4.0	Function:	Compliance
15.1.4.2	Feature:	System is compliant with Section 508 of The Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) in alignment with the compliance criteria codified in 36 CFR 1194, Electronic and Information Technology Accessibility Standards.
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	Computer applications used by Federal Agencies and contractors to the Federal Government must meet compliance with Section 508 of The Rehabilitation Act. Given that this requirement is in the contracts for the companies using a Site LMS, the system needs to be 508 compliant.
	Evaluation Criteria:	Given that an electronic system is to be 508 compliant when required by contract, then the vendor needs to demonstrate how an LMS meets 508 compliance.

15.1.0.0	Category:	System
15.1.5.0	Function:	Other Features
15.1.5.1	Feature:	System requirements specified by the vendor
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	The vendor should provide what system requirements must be met for successful Site operation.
	Evaluation Criteria:	Given the Site systems must meet vendor system requirements when using the system, then the vendor needs to provide those requirements for evaluation.

LMS Functional Specifications

15.1.0.0	Category:	System
15.1.5.0	Function:	Other Features
15.1.5.2	Feature:	The system has other features not specified in requirements document
	Role(s):	Training Records Administrator, Database Administrator
	Scenario:	If the vendor's system has additional features beyond those specified, then the vendor should provide information associated with those features.
	Evaluation Criteria:	Given that a system may have additional features beyond those specified in a requirements document when evaluating products, then the vendor should provide information associate with other features.