EMPLOYEE LEARNING CLOUD IMPLEMENTATION GUIDE

This guide is designed to help you get up and running quickly—without turning setup into another full-time job.

Inside, you'll find a clear, step-by-step implementation path that breaks the process into ***small, manageable milestones***. Each milestone includes a practical timeline and a short set of key questions to help you focus on what actually matters at that stage—so you always know what to do next and why it matters.

The goal is simple: reduce complexity, respect your time, and help you reach real value as efficiently as possible.

Timeline

Week 1	Week 2	Week 3	Week 4
Employee Learning Cloud Certification	Content Creation		WorkRamp Launch
Content Scope Planning	Settings		Content Assignment
User Management & Access	Integrations		Reporting & Analytics

Key Weekly Milestones

In this section, we break down the key week-to-week milestones you should complete to keep your implementation on track. Use the guiding questions and best practices to help you make decisions at each stage and ensure your team is setup for success.

Week 1: Prepared to Succeed!

Milestone	Key Questions	Best Practices
Content Scoping	• What content is critical to your initial launch? • Who will assist you with creating/migrating content?	• Use the scoping template to plan, visualize and assign content.
Content Collaboration	• Who should complete the Editor Essentials Course?	• This lesson provides a crash course in content creation and instructional design best practices.
User Management	• Which attributes are important for content assignment, automations and reporting?	• Think about the different user fields you may want to use within WorkRamp.
	• How will these custom user attribute data be added into WorkRamp?	• Consult your IT team to see where this user data is stored today. • Traditionally, this information is available via your SSO or within your HRIS.

Week 2-3: Configuration & Buildout

Milestone	Key Questions	Best Practices
Content Creation	• What learning experiences do you want to provide your learners?	• Each content type has its own design and purpose when creating learning experiences. • Combining these content types can create powerful learning paths and robust content libraries.
		• WorkRamp provides many ways to custom

Settings	• How do you want to brand your WorkRamp instance?	brand your WorkRamp instance and customize your communications
Integrations	• How will your learners be added to WorkRamp? • How will they access WorkRamp?	• WorkRamp offers many ways for learners to be added/maintained in your account. • We also have multiple methods for access such as Username/Password or SSO.
	• What additional applications in your tech stack do you want to integrate with WorkRamp? (i.e. Salesforce, Slack, Google, Microsoft)	• WorkRamp can seamlessly connect to many applications and further drive and track learning outcomes.

Week 4: Launch & Reporting

Milestone	Key Questions	Best Practice
Assigning Content	• What content do you plan on assigning right away?	• Content can be assigned either manually or via automations.
Introducing WorkRamp	• How do you plan on announcing WorkRamp to your organization? • How do you plan on training new users to WorkRamp?	• The announcing WorkRamp course provides communication plan examples and assets • Our template marketplace contains pre-built content you can use to train new users and managers.
Reporting & Analytics	• What learning outcomes are you most interested in tracking?	• Our AI Analytics Studio can assist you with creating reports based on your needs. • Quality Request = Quality Report

Supported Success

Technical Support	Weekly Implementation Office Hours	Slack Community	WorkRamp Academy
support@workramp.com	Register for Office Hours	New Admins contact support to be added	WorkRamp Academy

Contact Us

IM Team: workramp.getstarted@learningpool.com
https://academy.workramp.com/