

People Data Planner

One of the most fundamental areas of the LMS implementation involves the people data. Decisions we make here will affect our ability to **report** on specific groups of people, **delegate** admin and reporting rights to particular people, and **offer or assign** learning opportunities to certain demographics.

The big question: What people information will be useful in delivering your learning and reporting on it?

You may want to begin by investigating what people information is available to you, possibly in an HR system or payroll system. If these do not exist, your organisation might have people data in the computer network's 'Active Directory'.

What people information might be useful?

Data type	How it is used	Yes/No
Name*	Identify the person, personalise, print name on certificates	Yes
E-mail**	Uniquely identify the person, as a login ID, and/or as a means of communicating with your users	
Employee ID**	Uniquely identify the person, or as a login ID if e-mail is not available	
Division	Like Department and Location, this can be helpful for assigning specific training, reporting, and delegation of reporting and administration to 'division managers'.	
Department	Like Division and Location, this can be helpful for assigning specific training, reporting, and delegation of reporting and administration to 'department managers'.	
Location	Like Department and Division, this can be helpful for assigning specific training, reporting, and delegation of reporting and administration to 'location managers'. Location may also be helpful in determining which face-to-face courses are geographically closest.	
Country	Like Division, Department and Location, this can be helpful for assigning training, particularly when specific training is required in some countries (eg. Scotland, England, Wales and Northern Ireland will sometimes differ in their requirements).	
Job Role	Primarily used when building pathways and making assignments and optional offers to build specific competencies or meet compliance requirements; can also be useful in reporting	
Joining date	May be used to delay certain assignments by X weeks after joining, or avoid assigning to people who joined before a particular date.	
Eligibility	Some courses you may want to offer will come with eligibility requirements that may be tied to citizenship or time in the UK. Like some others, this field can change in the HR system and then be fed through to the LMS so that someone who is initially 'not eligible' can be flagged as 'eligible'.	
Contract type	You may want to be able to distinguish between Full-time, part-time and bank or agency workers.	