

**Information Technology Bulletin
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology**

ITB Number:	ITB-EPM005	
ITB Title:	Enterprise Learning Management System	
Issued by:	Deputy Secretary for Information Technology	
Date Issued:	July 17, 2008	Date Revised: November 18, 2010
Domain:	Project Management	
Discipline:	Education/Training	
Technology Area:	Enterprise Learning Management System	
Revision History Date:	Description:	
11/18/2010	ITB Refresh	

Abstract:

The purpose of this Information Technology Bulletin (ITB) is to establish enterprise-wide standards and provide guidance for Commonwealth use of Learning Management solutions.

The Enterprise Learning Management System (E-LMS) is the solution for managing and delivering employee training and the management of training records. Instructor-led and Web-based trainings offered by the Governor's Office of Administration (OA) and/or created specifically for registration and/or delivery via E-LMS are maintained and tracked in E-LMS.

General:

This ITB applies to all agencies, boards, commissions and councils under the governor's jurisdiction. Agencies not under the governor's jurisdiction are encouraged to follow this policy to ensure they develop and implement applications that facilitate enterprise-wide interoperability and standardization.

Policy:

Any Commonwealth agency opting to employ an e-learning solution is to use the Commonwealth product standards in STD-EPM005A, *Enterprise Learning Management System Product Standards*, and utilize the E-LMS On-boarding Guide located at: www.lmsinfo.state.pa.us.

Refresh Schedule:

All standards identified in this ITB are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

Exemption from This Policy:

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Community of Practice Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at WWW.COPPAR.STATE.PA.US. Agency CIO approval is required. Contact your agency [CoP Planner](#) for further details or assistance.

Questions:

Questions regarding this policy are to be directed to ra-oaitb@state.pa.us.

Policy Supplements:

STD-EPM005A_- Enterprise Learning Management System Product Standards