LEARNING, UPGRADED TEMPLATE

LMS Governance Decision Log

Record repeated LMS decisions about ownership, permissions, reporting, catalog structure, migrations, testing, and admin standards.

Try this one thing today

List the five LMS decisions your team repeats most often, then record the owner and current rule for each one.

Use this when

- The same LMS admin question keeps coming back.
- A migration or cleanup effort needs visible decisions.
- Reports, permissions, content structure, or ownership rules keep changing by request.

What to have ready

- Recent LMS tickets, questions, or meeting notes.
- The current rule, even if it only lives in someone’s memory.
- The person or team who can own the decision.

Start this in 15 minutes

1. List the LMS questions that keep coming back.
2. Group them by permissions, catalog, reporting, migration, testing, ownership, or integrations.
3. Record the current rule and owner for each repeated decision.
4. Pick a review date so the log does not become another stale document.

Blank working version

Fill only what you know. Mark missing information as Needs confirmation instead of guessing.

Decision

What LMS decision was made?

Why it matters

What breaks if this decision is unclear?

Owner

Who owns the decision and who needs to be consulted?

Applies to

Which audience, content, report, role, or workflow does this affect?

Review trigger

When should this decision be revisited?

Status

Is this proposed, active, paused, retired, or needs review?

Filled example

Decision

Only LMS admins can create new catalog categories.

Why it matters

Duplicate categories make reports harder to trust and learners harder to route.

Owner

Learning operations owns the rule. Regional training leads are consulted.

Applies to

All customer-facing enablement programs in the global catalog.

Review trigger

Review during migration planning or when a new business unit needs its own catalog path.

Status

Active. Revisit before the next platform cleanup.

Conversation script

- We keep answering this from memory, and that is why it keeps coming back.
- Let’s record the current decision, who owns it, and when we should revisit it.
- That gives us something to improve instead of another side conversation.

How to decide

The question affects reporting

Document the report owner, field standard, and downstream impact.

The question affects permissions

Name who can request, approve, and change access.

The question affects catalog structure

Record naming, category, audience, and archive rules.

The question affects migration

Add test content, edge cases, and rollback criteria.

The decision keeps changing

Move it to needs review and schedule the owner conversation.

Microsoft 365 or Google Workspace

Use Microsoft Lists, SharePoint, Excel, Google Sheets, or a ticketing view to track decision, owner, status, affected audience, and last reviewed date.

AI-assisted help

Use AI to turn ticket themes or meeting notes into decision categories, draft governance questions, and identify missing owners for human review.

AI output validation

These prompt starters were created for the May 2026 model landscape. Verify all AI outputs before using them with learners, reviewers, leaders, customers, partner teams, or compliance-sensitive work. Do not paste sensitive or proprietary material into an AI tool unless your organization has approved that tool for that data.

Validation checklist

- Every decision has an owner.
- The affected audience, content, report, or workflow is named.
- The status is clear.
- The revisit trigger is specific enough to act on.
- Check every fact against an approved source.
- Mark anything AI guessed, inferred, or could not confirm.
- Remove private, sensitive, or customer-specific details that should not be in the working file.
- Confirm the right human owner approves the final decision.
- Review tone, accessibility, and learner impact before anything goes live.