

Best Practices: Steps for Software Selection

1. Determine project/selection team
2. Identify a list of possible products
3. Get educated on what's possible (Watch demos/videos, Read case studies/product feature-set)
4. Internal needs analysis/requirements gathering
5. Determine any legal considerations
6. Contacting vendors with RFP
7. Initial evaluation and short-listing
8. Watch demos, check references
9. Determine Total Cost of Ownership (TCO)
10. Prototyping, testing
11. Scorecard finalists
12. Final selection
13. Negotiate Price and SLA
14. Implementation
15. User Testing
16. Deployment
17. Compile end user feedback and identify possible modifications