

Checklist for Beginning a Software Selection Project

<u>Task Done</u>	<u>Target Date</u>	<u>Tasks to be completed</u>
<input type="checkbox"/>	_____	Verify the company has a good vision of its business in the future Industry served: _____ Current and 3 year projected revenue: _____ Rate of Growth over next 5 years: _____ Number of sites in three years: _____ Type(s) of manufacturing: _____ Current software: _____ _____
<input type="checkbox"/>	_____	Determine specific areas for improvement (today's problems you want the software to solve) _____ _____
<input type="checkbox"/>	_____	Document anticipated project benefits (tangible benefits of the new software) _____ _____ _____
<input type="checkbox"/>	_____	Document compelling criteria for selecting a new system (what will make you choose one system over another) _____ _____ _____
<input type="checkbox"/>	_____	Measurements of project's success _____ _____
<input type="checkbox"/>	_____	Develop a preliminary budget (be sure to include software, hardware, implementation, training, and project management costs) \$ _____
<input type="checkbox"/>	_____	Selection of project manager(s) and cross-functional selection team Project Manager _____ IT _____ Engineering _____ Sales _____ Quality _____ Order Entry _____ Manufacturing _____ Finance _____ Material Control _____ Other _____

<u>Task Done</u>	<u>Target Date</u>	<u>Tasks to be completed</u>
<input type="checkbox"/>	_____	Educate project team on process and scope of project Required Training _____
<input type="checkbox"/>	_____	Identify key dates for software selection project Complete selection _____ Sign software contract _____ Start implementation _____ Go live date _____ Complete implementation _____
<input type="checkbox"/>	_____	Kickoff meeting for management and team
<input type="checkbox"/>	_____	Start project by conducting business assessment and generating detailed list of system requirements and project issues (using SoftSelect tools)
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	Add any other company specific tasks