

The right tool in 9 steps

1 ANALYSIS



Analyse the needs of the organisation and stakeholders. Translate these needs into a list of requirements the tool has to meet.

2 MARKET SURVEY



Research which tools could meet the requirements. Make a long list of all possible suppliers and refine that into a short list.

3 REQUEST FOR INFORMATION



Send the requirements to the suppliers on the short list. Describe the business case and the steps and conditions of the selection procedure.

4 RFI EVALUATION



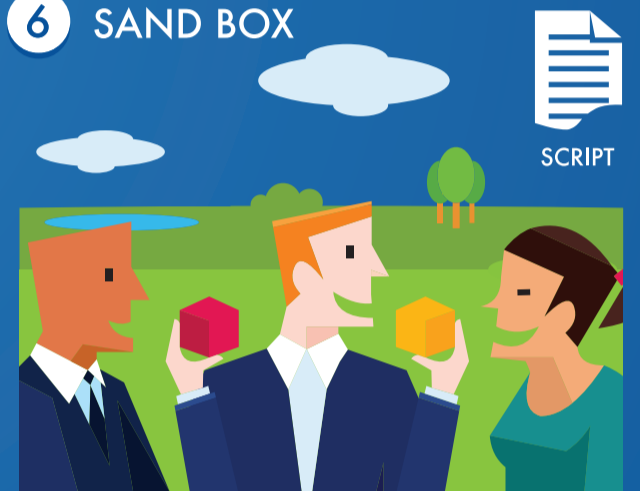
Compare and score the answers of the suppliers with a scoring matrix. Focus on the 'must haves'.

5 DEMONSTRATION



Invite the remaining suppliers to a product demonstration. Send the scenarios you would like to have demonstrated. Evaluate afterwards.

6 SAND BOX



Test the tools with your stakeholders in an online environment provided by the suppliers. Use a script and a scoring matrix. Evaluate afterwards.

7 REQUEST FOR PROPOSAL



Send out a request for proposal to the remaining suppliers. Add relevant documents. Now is the time to check and visit some references.

8 RFP EVALUATION



Compare and score the proposals of the suppliers with a scoring matrix. Negotiate on the offering, planning and service agreement.

9 ADVISE



Present the outcome of the selection with an advise on which suppliers and products to choose. Give a clear briefing of the next steps.

