

Software selection and optimization services— five step methodology

Information technology services

The right choices

Our software selection and optimization services use a structured approach to determine alignment with your business goals and assist you with the software selection process to determine the best overall solution. Selecting the right software is critical for the success of your business. We use a 5 step methodology that can be tailored to fit your specific business and project needs:

Step 1: Gather requirements

- determine technology solution strategy to meet your organization's goals and business drivers
- identify business stakeholders and technical team
- develop business case and success metrics
- define relevant business processes
- document functional and technical requirements

Step 2: Research vendors

- research available solutions and industry trends
- identify potential vendors and service providers

Step 3: Request information

- define selection criteria, including functionality, timeframe, cost and internal resource needs
- document evaluation method, timeframe and resources
- develop and issue RFP with client business and technical teams

Step 4: Perform gap analysis

- evaluate RFP responses and assess fit
- identify vendors that satisfy RFP selection criteria
- schedule and participate in vendor demonstrations
- perform site visits for solution and service providers
- facilitate post-demo critique and discussion
- perform fit analysis to determine match between business and technical requirements and vendor products

Step 5: Vendor selection

- compile results of RFP, vendor demonstrations and gap analysis to summarize vendor qualifications
- analyze results against selection criteria
- define unmet business needs and remaining project risks
- assess cost differential between vendor solutions
- present assessment results to stakeholders
- develop and deliver final software selection report

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