

# The Sure-Fire Way of Picking the Right System for Your Business



## ITL Advisory



### ASSEMBLE YOUR TEAM

Include stakeholders from different departments. This is important because the system must act as a conduit between processes.



### DEFINE YOUR OBJECTIVES

Identify the pain points and desired outcomes before looking at software.



### DOCUMENT YOUR MOST IMPORTANT DATA

Make a list of the most commonly referenced data used in your business.



### CREATE A DATA FLOW DIAGRAM

Create a diagram that shows how data flows, how it is transformed, and who accesses it along the way.



### WRITE DOWN YOUR REQUIREMENTS

Create a list of 20-30 core requirements based on current and future needs.



### RESEARCH POTENTIAL SOLUTIONS

Make a list of potential solutions. Have the team name the vendors who have contacted them.



### SEND AN RFP

Write a letter to each company you're interested in. Share your objectives and requirements.



### DEMO POTENTIAL SOLUTIONS

Have each RFP respondent demonstrate their solution. Note how much attention they paid to your requirements.



### CHOOSE A RFP WINNER

Consider implementation costs, subscription fees and long-term maintenance when selecting your winner.



### IMPLEMENT YOUR SOLUTION

Consider how implementing change will affect your business. Add in some time to let new processes settle.