| New Tech Project Name: | |
|---|---|

Identify specific challenge(s) to be resolved

Identify specific goals (results) of implementation

List specific "Must Haves" of the ultimate solution

List specific Nice to Haves (this list will likely grow as you demo products)

List potential tech to be evaluated (Limit to no more than 10)

NETWORK**ALLIANCE**
Change the Way You See IT

| New Tech Project Name: | |
|---|---|

Project Checklist

| Technology Name: | |
|---|---|

Create evaluation grid to perform side-by-side comparison of options/features of potential technology
- Include goals of project
- Include "Must Haves"
- Include "Nice to Haves"
- Operating systems supported
- App integrations
- User-friendly interface (Could your parents or grandparents use it?)
- Data portability options exist if you change solutions in the future
- Implementation assistance from vendor
- Ability to import data
- Ability to "Brand" the solution, internal and/or external
- Requirements of local IT support such as software installs or servers

Select no more than 3 solutions to research further – complete checklist for each app
- Collect existing customer feedback
- Customer support options
- Determine pricing
- Cadence of patches
- Cadence of new features and functionality
- Ability if any to customize the solution
- Data security practices
- Security/Compliance certifications
- Password reset process
- Single Sign On and Dual Authentication options
- Guaranteed Uptime
- Company Research
  - When founded
  - How many customers
  - Geographic location of data
  - Previous Data Breaches
  - Previous outages and response
  - Acquisitions
- Research company leadership
  - Previous companies founded
  - Exit reasons from previous company
  - Industry experience, if any
  - Mutual connections
- Perform product demos

NETWORK**ALLIANCE**
Change the Way You See IT