

MAKING A PLAN FOR CHANGE

CHOOSING A NEW FINANCE SYSTEM

Learning what good looks like

- Have you met a sufficient number of vendors?
- Do you have a minimum benchmark & understand what good looks like?
- Do you understand how to migrate existing data & archive old data?

Gap analysis

- Have you completed a detailed gap analysis of your system requirements?
- Do you know what good looks like so you can, see the gap?

Requirements

- Have you documented your requirements sufficiently?
- Have you scored/ranked your requirements?
- Do you know what level of electronic workflows you will require?
- Have you articulated your reporting requirements?
- Have you considered product support and SLAs as part of your requirements?

Stakeholders

- Have you asked a wide enough group of stakeholders for their needs?
- Have you engaged stakeholders sufficiently to obtain buy-in?

Stakeholders

- Do you understand your existing vendor contract sufficiently?
- Have you developed a shortlist based on requirements and product demonstrations?
- Do you understand implementation, license, and maintenance costs sufficiently?
- Have you received references for your preferred vendors?