VENDOR EVALUATION SELF-CHECK · MMM TRAINING

Before You Sign Anything

90 SECONDS

Six things to know before you commit to any system. Tick what you can answer.

Most software gets bought before anyone wrote down what it needed to do.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **I've written down what the system must do, before seeing demos.**
  If not: the demo will define your requirements, and demos are designed to do exactly that.
- ☐ **I know what our current process costs us today, in hours.**
  If not: you can't tell whether the new system is an improvement or just a change.
- ☐ **I know which of our problems are process, not software.**
  If not: the new system will inherit every undocumented workaround the old one had.
- ☐ **I know the full cost — implementation, training, and year two.**
  If not: the quoted price is rarely the number you'll actually pay.
- ☐ **I know who internally will own this after go-live.**
  If not: it becomes nobody's, and unowned systems quietly stop being used.
- ☐ **I could compare two vendors on the same written criteria.**
  If not: you'll compare on rapport and pricing, which is how the wrong system gets chosen.

Now count the boxes you left empty.

Every blank is a decision a vendor will happily make for you, using criteria that suit them rather than you.

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0–1 blank
Ready to evaluate
You know what you need. Now make vendors prove they can do it.

2–3 blanks
Not ready to buy yet
You'd be shopping before you've defined the requirement. That's how the wrong system gets bought.

4–6 blanks
Software isn't the answer yet
Most of what's broken here is process. A new system inherits every one of these gaps.

WHAT THIS USUALLY COSTS

The wrong system is a multi-year contract.

Plus implementation, retraining, and the original problem still unsolved. Systems Selection Advisory builds your requirements and scorecard — and we're not a reseller for anyone.

Systems Selection Advisory
From $500
Book at mmmtraining.org

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