
BEFORE YOU COMPARE SOFTWARE

Businesses think they're buying software—they're actually redesigning how work gets done.

Realize that buying software is deciding to change your business.

The best software decisions begin long before you compare software.

SoftwareDecisions.net

Helping businesses make better software decisions through clear reviews, comparisons, alternatives, and buying guides.

HOW TO USE THIS WORKSHEET

■ DEFINE THE PROBLEM

Identify the real business problem before looking at software solutions.

■ WRITE YOUR REQUIREMENTS

List the capabilities your business actually needs.

■ COMPARE VENDORS

Compare every vendor against your requirements, not against each other.

■ RECORD YOUR OBSERVATIONS

Document what matters while it's still fresh.

■ CHOOSE WITH CONFIDENCE

Select the solution that best fits your business.



SOFTWARE EVALUATION WORKSHEET

SoftwareDecisions.net

A practical guide to better software decisions.

THE NINE PRINCIPLES OF BETTER SOFTWARE DECISIONS

- **PRINCIPLE #1 - START WITH BUSINESS NOT THE SOFTWARE**
Every software purchase should begin with understanding the problem, not comparing products.
- **PRINCIPLE #2 - UNDERSTAND THE REAL PROBLEM**
Separate software problems from process problems before looking for solutions.
- **PRINCIPLE #3 - DECIDE WHETHER SOFTWARE IS THE RIGHT SOLUTION**
Consider whether process changes, training, or better use of existing tools will solve the problem.
- **PRINCIPLE #4 - DEFINE SUCCESS BEFORE YOU BUY**
Define what success looks like before evaluating vendors.

- **PRINCIPLE #5 - WRITE YOUR REQUIREMENTS FIRST**
Document what the software must do before comparing products.
- **PRINCIPLE #6 - COMPARE SOFTWARE AGAINST YOUR REQUIREMENTS**
Evaluate every product against the same list of requirements.
- **PRINCIPLE #7 - UNDERSTAND THE FULL COMMITMENT**
Look beyond the subscription price to the costs of implementation, training, support and eventually replacing the software.
- **PRINCIPLE #8 - MAKE A DECISION YOU CAN EXPLAIN**
Choose software for reasons you can clearly explain to yourself and your team.
- **PRINCIPLE #9 - MEASURE THE OUTCOME**
Review whether the software achieved the business results you expected.

YOUR DECISION IS ONLY THE BEGINNING

The best software implementations are measured by business results, not feature lists. Review your decision after implementation and continue improving your processes over time.

