



Proposed System Evaluation – Implementation Checklist

Project Dept. _____ Project Title _____ Function _____

As of Date _____ Name: _____

		Est. Hrs.	Act. Hrs.	Sub-Total Est. Costs	Sub-Total Act. Costs	Sub-Total In Days
PRE-PROJECT AUTHORIZATION	Evaluation / Selection	One Time Costs:				
		Requirements Definition				
		Systems Options Research and Analysis				
		Reference Checks & Debrief (Red Flags/Green Flags for Go/No Go Decisions)				
		Site Visit (s)				
		Demo (s)				
		Selection				
		Network/ System Architecture evaluation / selection (hardware/servers/administration, based upon requirements)				
		Hardware specifications/quotes Coordination				
		Software specifications/quotes				
		Security specifications/quotes				
		Implementation Strategy, Timeline, Resource Availability Assessment				
		<i>Report Preparation and Presentation – Project Budget Authorization (one time and ongoing costs)</i>				
	Contract Negotiations (including Emergency Plan Concepts/Source Code)					
POST-PROJECT AUTHORIZATION	Project Implementation	One Time Costs:				
		Project Coordination based upon Implementation Strategy, Project Timeline, Internal Resource Availability Assessment				
		Hardware Purchase				
		Software Purchase				
		Hardware Assemble / Installation				
		Software Configuration / Setup				
		Security Implementation				
		Application Implementation / Issues Resolution/Training (Pilot and Roll-out)				
		Interface Analysis / Specifications				
		Programming of Interfaces				
		User Procedures				
		Application and Systems Backup				
		Emergency Plan (Source Code?)				
	Project Maintenance	Ongoing Costs:				
		Software license/subscription/maintenance/upgrade (annual)				
	Hardware maintenance/upgrade/replacement (annual)					
	Systems and Applications Administration (annual)					
	User Procedures Update					
	Emergency Plan Update					

