

Sample Evaluation Framework for Technology Product Assessment

Identify and define business objective (s) to be supported or enforced

(Why is this process necessary? What is missing in the environment today?)

Identify project personnel responsible for completing and supporting project

(Who is project lead, who is implementer, who do you need to contact from the vendor?)

Define and commit to time frame to complete evaluation.

(Take into consideration vendor license key issues, available resources, purchasing cycles, project deadlines that affect other projects, etc.)

Define measurement standards, ratings, or scoring schema to track results

(Pass/Fail, Yes/No, Percentage, 1-5 scale, etc.)

Define key performance objectives or indicators

(What key capabilities does a solution need to be able to demonstrate in order to support the business objective?)

Develop test plan to assess the performance objectives

(Define the steps and actions required in order to assess the performance objectives)

Implement test plan

Document results using scoring schema previously defined

Review results to determine solution ability to support business objective

(How did the solution score? Should the solution still be considered?)

Conduct additional evaluations as needed

(Are there any other solutions that meet the basic requirements? Should they be assessed against the performance objectives?)

Select a solution