VANTAGEPOINT
business solutions

Successful Implementation
Top 10 Preparation Tips

#1. Executive Sponsorship

+ Is there willingness to provide sufficient resources and funding?
+ Does the sponsor have authority to make key decisions across functional areas?

#2. Financial Vision

+ Is there a clear vision across all stakeholders?
+ Gain an understanding of desired output expected from stakeholders.

#3. Clear Requirements

+ Do you have existing well documented processes in place?
+ Have you discussed potential new processes required and their downstream impact?

#4. Data

+ What is the desired level to plan/analyze and does your actual data support this desired level?
+ What other metrics are required?

#5. Project Team

+ Do you have the right people for the team? Knowledgeable, cooperative, results orientated, etc.
+ Is the team properly incented to commit to the project?

#6. Critical Success Factors

+ Have stakeholders identified and agreed on CSF's?
+ Have you considered ongoing maintenance and support as a CSF?

#7. Communication

+ Do you have an effective form of communication in place for the project?
+ Is there a shared directory available for project artifacts?

#8. Implementation Partner

+ Have you developed an adequate RFP to assess vendors?
+ Make arrangements to meet your finalists in person.

#9. Project Management

+ Does your organization contain project management skills?
+ Will the project manager have proper authority over resources?

#10. Change Management

+ Do you expect a high level of change to your current process?
+ Gain an understandingof where your highest resistance will come from.

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