

## Product description

# Options report

These are the key features of our standard Options report.



We'll produce an Options report as part of our software selection service.

## Report contents



### Executive summary

Because the Options report will typically run to between 30 and 60 pages, we'll include a short 1 or 2 page summary at the beginning of the report.



### Project definition

A short statement of the project's objectives and scope.

This gives the reader some context and makes the report self-contained—which is much better when you circulate it to decision-makers.



### Project approach

A summary of the work we've done to prepare the report, and any sources we've relied on.

We'll list:

- who we interviewed
- who provided us with walkthroughs
- the documents we reviewed, and
- the research steps we performed



### Our recommendations

Here we give a high-level description of how your ideal system could work. We'll include process diagrams, if useful to illustrate how it could work.

We'll also include a summary of your system requirements and estimates of potential savings from using the system we describe.

## Purpose



*Provide clear guidance on how your systems could work*



*Summarise your business requirements*



*Summarise the results of our research*



*Enable you to choose the best system for your business*



*Give you the confidence to make a decision*



## Your options

In this section, we'll describe your broad options. Depending on your situation and business requirements, this may include:

- Upgrading your existing systems
- Add-ins to your existing systems
- Buying off-the-shelf software
- Building apps on an existing platform
- Building custom software

We'll point out the benefits and disadvantages of each option we identify.



## Off-the-shelf solution comparison

The content of this section will depend on your business requirements and our recommended solution.

So that you can compare the solutions at a glance, we'll compile a comparison table detailing:

- Name of the solution
- Relevant system features
- Interface requirements
- Non-functional requirements
- User ratings
- Financials, such as costs and return on investment

We'll provide further detail to support this comparison table. For each solution we'll include:

- Screenshots of the system—usually taken from our own trial of the system.
- A brief history of the company
- Supplier profile, including years trading, number of employees, and credit rating (where available in the UK).
- A brief overview of the system
- Advantages and disadvantages
- Licencing model
- Solution costs
- Return on investment

## Format



*PDF file*



## Implementation roadmap

In this section, we'll consider specific points to think about when you implement your system. This could include such things as:

- Communicating the change
- Potential implementation roadblocks
- Training needs
- Hardware requirements
- Hosting options, and
- Data migration—getting data into your new system



## Further information

We'll make sure you know how to contact us if you need any more information or support.



## Appendices

We include any additional information referred to in the main report.

## Sources



### Your process documentation

We'll read any process documentation or training notes that you have.



### Conversations with your team

We'll sit with your team and discuss their day-to-day work.



### Searching the market

We'll search the market for appropriate solutions that meet your needs.



### Researching suppliers

We'll research each supplier and solution for you.

## Related services

You can also add this report as an optional upgrade to:



*Requirements gathering*



*Full-service system implementation*