

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 ready 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