

ERP Evaluation and Selection Checklist

By investing in the right ERP solution, you can lay the groundwork for long-term success and continued growth in today's competitive market.

- **Management Buy-in**
 - Ensure executive support and commitment to the ERP project
 - Establish clear project goals and objectives

- **Involve Stakeholders**
 - Include representatives from various departments
 - Gather input on specific needs and requirements

- **Understand Your Business**
 - Map out key business processes
 - Identify areas for improvement and optimization

- **Consider Cloud and Mobile Solutions**
 - Evaluate cloud-based vs. on-premises ERP options
 - Explore mobile access and capabilities

- **Evaluate AI and Machine Learning Capabilities**
 - Assess the system's AI and machine learning features
 - Consider custom AI solutions tailored to your organization's needs

- **Determine Technology Requirements**
 - Identify compatibility with existing systems
 - Assess necessary infrastructure upgrades

- Evaluate data storage and security options

- **Identify Necessities vs. Bonuses**
 - Prioritize core functionality requirements
 - Assess the value of bonus features
 - Balance necessities and bonuses in the final decision

- **Anticipate Growth or Contraction**
 - Evaluate the system's scalability and adaptability
 - Prepare for potential growth or contraction scenarios

- **Calculate Costs**
 - Identify initial investment costs
 - Evaluate ongoing expenses
 - Calculate total cost of ownership (TCO)
 - Assess return on investment (ROI)

- **Complete a Side-by-Side Comparison**
 - Objectively compare ERP options
 - Use an ERP matrix or scorecard for evaluation

With careful planning, thorough evaluation, and a clear understanding of your organization's objectives, you can select an ERP system that not only addresses your immediate needs but also empowers your organization to adapt and thrive in an ever-changing business environment.