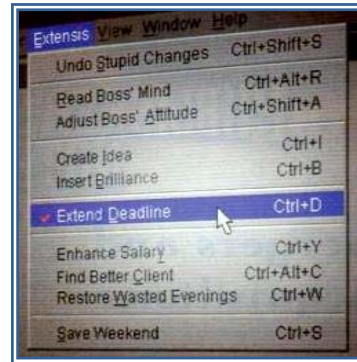


### 1.3 Content Summary Description

The **Guidelines** are divided into eleven (11) broad sections.

Together the sections provide a comprehensive menu for software acquisition:



READ AND USE THIS SECTION...	IF YOU NEED TO KNOW ABOUT ...
<b>SECTION 1, THE INTRODUCTION</b>	This section provides an overview of the software evaluation package/tool process, discusses the use of the Guidelines, and explains how to adapt them.
<b>SECTIONS 2 THROUGH 6</b>	<p><b>The next several sections are the key process and methodology of the Guidelines and describe the five phases of software evaluation.</b></p> <p>Each phase includes an introduction followed by detailed procedures for conducting the associated tasks and activities.</p> <p>The software package/tool evaluation phases follow.</p>
<b>SECTION 2, STUDY INITIATION</b>	<p>In the study initiation phase, the original request is reviewed, and an evaluation team is formed to conduct the study.</p> <p>The functional requirements are determined from information supplied by the user and documented in a functional requirements report.</p> <p>The project team is formed, and a project plan is prepared using the planning guidelines presented in Section 7.</p>
<b>SECTION 3, PRELIMINARY EVALUATION</b>	<p>In the preliminary evaluation phase, the actual software package/tool evaluation is initiated.</p> <p>The package/tools available internally as well as in the marketplace are identified and</p>

<b>READ AND USE THIS SECTION...</b>	<b>IF YOU NEED TO KNOW ABOUT ...</b>
	<p>reviewed to eliminate obvious poor choices.</p> <p>A vendor profile is compiled to measure the strengths and weaknesses of each organization marketing and supporting the products.</p> <p>Major contenders are then selected, and a make-versus-buy analysis is performed.</p>
<b>SECTION 4, DETAILED FUNCTIONAL EVALUATION</b>	<p>Once the commitment to purchase a software package/tool has been made, the detailed functional evaluation takes place.</p> <p>The capabilities, cost, design, support, and installation requirements of the package/tools that appear promising are carefully examined.</p>
<b>SECTION 5, OPERATIONAL PERFORMANCE EVALUATION</b>	<p>This next phase provides a basis for evaluating operational performance according to the type of product and options available from the vendor.</p> <p>This includes determining the type of assessment available from the vendor, building an appropriate plan, executing tests, and evaluating performance.</p>
<b>SECTION 6, SELECTION AND INSTALLATION</b>	<p>The fifth and last phase involves the final selection, acquisition, and implementation of the software package/tool, including negotiating the contract, preparing the installation plan, and performing a post installation review subsequent to package/tool implementation.</p>
<b>SECTION 7, PLANNING GUIDELINES</b>	<p>Section 7.0.0 contains a planning process that describes the use of the planning charts both as a reference checklist and as an integral component in the preparation of a project plan.</p> <p>Each of the seven columns (that are defined and explained) contains a series of comprehensive planning charts that include all the tasks and activities outlined in Sections 2.0.0 through 6.0.0.</p> <p>There are estimates provided for over 150</p>

READ AND USE THIS SECTION...	IF YOU NEED TO KNOW ABOUT ...
	<p>discrete activities that might be part of an evaluation.</p> <p>For each task and activity, an estimated minimum and maximum number of workdays is given. The estimates are presented in such a way that they can be modified or substituted for any specific evaluation effort. The user may also change the estimates to reflect actual experience derived from completed evaluations.</p>
<p><b>SECTION 8, APPENDIX A - FORM-COMPLETION PROCEDURES</b></p>	<p>Each of the forms is explained using playscript format to describe each activity performed and the person or function responsible.</p> <p>There are 3 key forms:</p> <ul style="list-style-type: none"> <li>• <u>Software Evaluation User Request</u> – the basis for initiating the process</li> <li>• <u>Software Functional Requirements</u> – documents structured, quantified and weighted requirements for each candidate package in the areas of: <ul style="list-style-type: none"> <li>○ Application Suitability</li> <li>○ Controls and Security</li> <li>○ Operational Performance</li> </ul> </li> <li>• <u>Software Scoresheet</u> – summarizes the weighted ratings for each candidate package in the areas of: <ul style="list-style-type: none"> <li>○ Functional Requirements</li> <li>○ Design Concepts</li> <li>○ Costs</li> <li>○ Vendor</li> <li>○ Support</li> </ul> </li> </ul>
<p><b>SECTION 9, APPENDIX B – REQUEST FOR INFORMATION</b></p>	<p>This appendix provides a procedure, Sample Form Letter/Inquiry as well as a questionnaire containing detailed technical factors and several application reference checklists as</p>

<b>READ AND USE THIS SECTION...</b>	<b>IF YOU NEED TO KNOW ABOUT ...</b>
	input to begin the information collection process.
<b>SECTION 10, APPENDIX C – EVALUATION CHARACTERISTICS</b>	This appendix expands and builds on the content of the Software Scoresheet to help and facilitate completion of each of the five sections with reference and support information.
<b>SECTION 11, APPENDIX D - GLOSSARY</b>	This appendix provides definitions and explanations for over 100 terms used in the software evaluation process