Choosing a Software Development Firm Project Planning Checklist

1. Determine Your Goals

What do you want your custom software to help you accomplish?

Process Improvement

Streamline the processes of your business - Interested in saving time, money, or reducing errors

Business Improvement

Reach more customers and drive revenue - Intereste in increasing sales and improving the customer experience

Security

Keeping your data more secure from potential threats. Interested in protecting your businesses reputation & trustworthiness, and may have special industry needs for keeping customer data secure)

Innovative Breakthrough

Disrupting your market by doing something that has never been done before)

Additional Notes:

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2. Determine The Key Features You Need

Map out your business processes in full

This can help you see how your custom software will fit in with day-to-day operations of your business. It might be helpful to bring in other members of your team to help with this.

What other software are you using?

Any Integrations needed to get the most out of your software?

Any custom reporting features needed?

Will it fit your needs 5 years from now?

You want to make sure this software will scale not only for you businesses needs right now, but for future needs.

Any specific security features you need?

- *User Access*
- *HIPPA Compliance*
- *Any other industry-specific features needed?*
  - *Must carefully consider this to avoid issues down the line.*

Separate "must-haves" vs. "nice to haves"

- *Must Haves: What features will help you accomplish your goal?*
- *Nice-to-Haves: What features are "extras" that will not help you accomplish your primary goal?*

2. Determine The Key Features You Need (cont.)

Additional Notes:

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3. Choose The Right Partner For You

Where are they located?

- Are they in your time zone?
  - You'll want your partner to have similar working hours to you to keep a good flow of communication.

Do they have documented processes?

- This may be on their website, or told to you in the sales process.
- This is important to ensure they have clear process of how they manage their projects - which will enable them to complete your project within the agreed timelines.

How experienced are they?

- Look at clutch reviews, and previous projects they've done similar to your project to determine if they'll be a good fit.

Additional Notes:

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Want more information on choosing a software development firm?

LET'S TALK

SYDCON
Custom Software Development