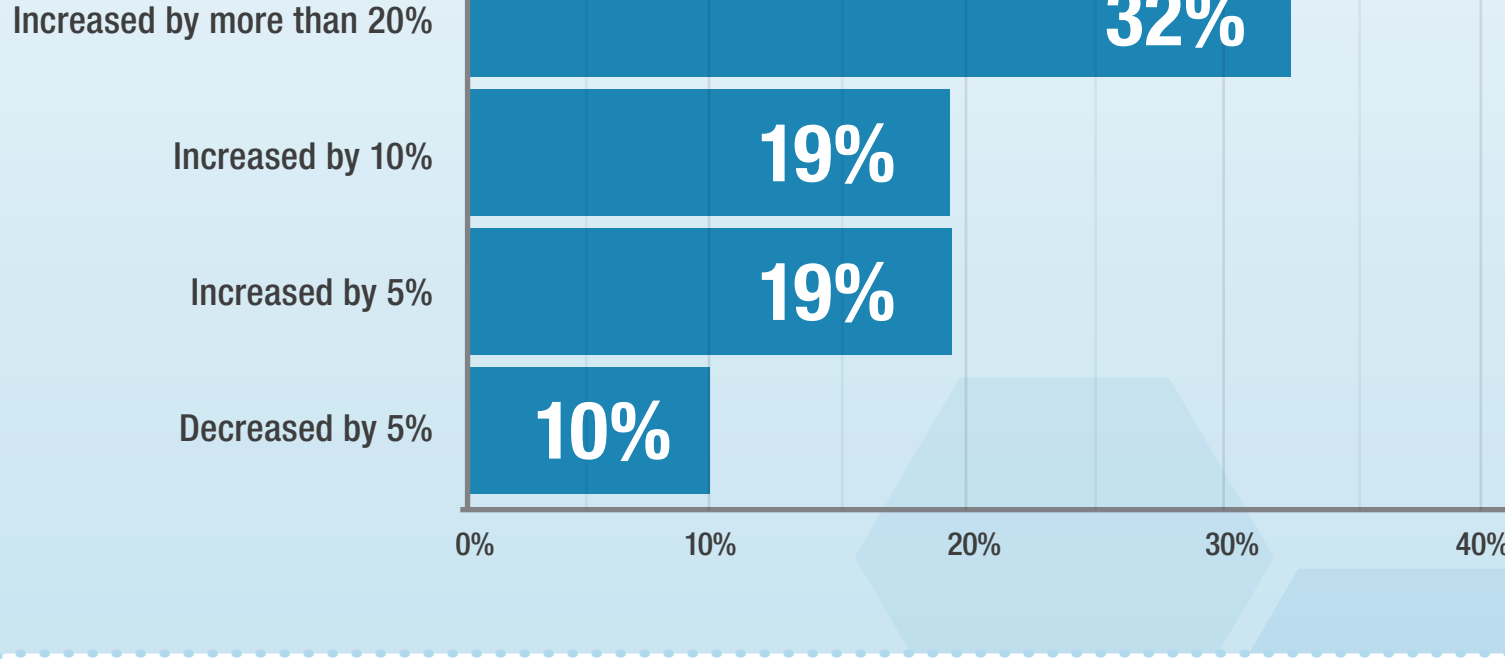


EQMS SOLUTION SELECTION

Best Practices for Global Enterprises

TODAY'S QUALITY MANAGEMENT CHALLENGES have rendered disparate data sources and systems obsolete. Research shows that Enterprise Quality Management Software (EQMS) budgets have risen significantly over the past year, indicating that EQMS is now a critical tool for quality management success.

How has your EQMS budget changed over the past year?



But in order to achieve EQMS success, it's crucial that your organization follow **SIX KEY STEPS** in selecting and implementing an appropriate solution.

ESTABLISH A PROJECT CHARTER

THE PROJECT CHARTER should be a guiding force and a tool used by all members of the selection team to evangelize the benefits.

1

OBJECTIVES, WRITE CHARTER, AS-IS INTELLIGENCE

- Fragments, Artifacts, Tools
- Matrix gaps & technology

“IT tool selection is key. Poor tool selection WILL prevent us from success”

—Senior QEHS Executive

ASSEMBLE A CROSS-FUNCTIONAL TEAM

IT'S CRITICAL THAT the charter and scope of your EQMS project be defined by a cross-functional team, with stakeholders enlisted across departments to gain a holistic view of quality requirements.

2

ASSEMBLE & EDUCATE TEAM



DEVELOP A REQUEST FOR PROPOSAL (RFP)

The cross-functional team must collaborate and create a set of core and prioritized requirements for vendors kept in a central document.

3

BUILD REQUIREMENTS, RESEARCH VENDOR LANDSCAPE & REQUEST FOR PROPOSAL (RFP)

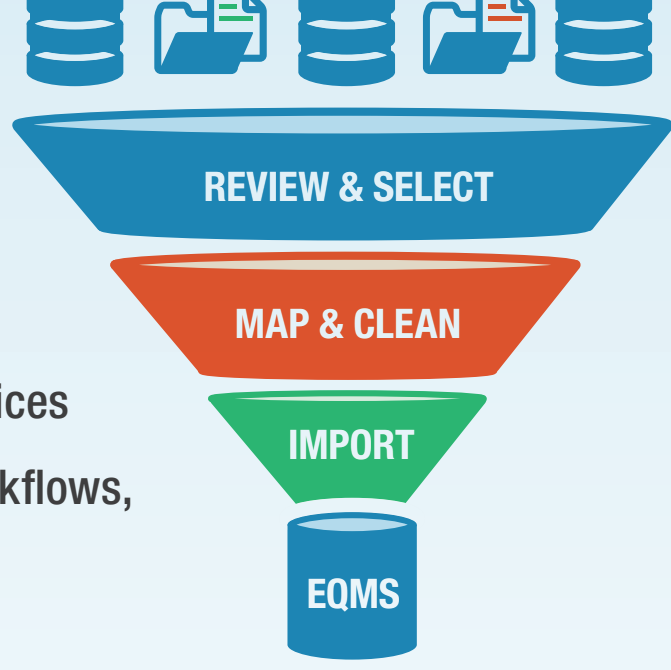
- Detailed functional and non-functional requirements (team collaboration)
- Compile vendor long list (Web / analysts / industry events)
- Build and issue RFP (structured for response analysis / comparison)

EQMS CRITERIA	RATINGS				VENDOR RESPONSE		INTERNAL EVALUATION	
TECHNICAL	SYSTEM REQUIREMENTS				—	—	INDIVIDUAL NAME/ROLE	
	—	—	PRIORITY	MANDATORY			NEEDS MET?	IMPORTANCE
	—	—	—	—			—	—
	—	—	—	—			—	—
KEY TOPIC - AUDIT	AUDIT SCHEDULES		PRIORITY	MANDATORY				
	—	—	—	—				
	AUDIT CHECKLISTS & PROTOCOLS		PRIORITY	MANDATORY				
—	—	—	—	—	—	—	—	

EVALUATION

Solicit initial demonstrations from vendors after providing prioritized bulleted list. Develop a shortlist, and evaluate the following:

- Multi-process deep dive
- Provide vendors with scripts (by process)
- MUST SEE regulatory compliance functionality
- Examples of interoperability and best practices
- Expect detailed configuration of forms, workflows, and report generation
- ESTABLISH AND ENGAGE REFERENCES



4

DEMONSTRATIONS (REMOTE)

- Time-limited demonstrations from vendors
- Provide breakdown of specific functionality, implementation, and reference topics
- All attendees must have same evaluation tools
- Determine shortlist and contact/visit references

5

DEMONSTRATIONS (SHORTLIST)

- Face to face minimum half day



DECISION

Implementation approach and references should be diligently examined and discussed. If well designed and managed, a transparent evaluation can be executed, and greatly reduce the chance of selection and implementation pitfalls.

6

PILOT (OPTIONAL)

- Performance testing and technical requirements sign-off
- Test basic configuration approach
- Open implementation planning sessions

IMPLEMENTATION PLANNING AND IMPLEMENTATION SCHEDULE		Q1	Q2	Q3	Q4
1	—	█			
2	—		█		
3	—		█		
4	—		█	█	
5	—			█	
6	—			█	█

PRESENTED BY:

