Step 1: Introductory Call

Discuss your company's revenue automation goals and needs. Share your company's current systems and processes, and likes/dislikes for revenue recognition.

Action Items	Who to Involve
At this stage, scoping for the overall project and impact from a revenue stream perspective should already have commenced. Understanding the system and process dependancies as they relate to the transactions underlying the identified revenue streams will be critical. Develop use cases that align with the identified revenue streams utilizing live transaction data.	• Revenue Manager/Super User • IT Project Manager

Step 2: Standard Product Demo

Gain an understanding of the solution, its ease of use, and functionalities.

Action Items	Who to Involve
This stage is an introductory view of the solution and offers a visual walkthrough of its components. Prepare a list of questions that relate to how the business processes its transactions to help understand the functionality requirements needed of the new system. Determine which requirements are most important and ensure the system can accommodate them. Walk through each module in the system to understand the full feature set of available functions.	• Revenue Manager/Super User • Revenue/Finance Manager • IT Project Manager • Financial Analyst • Project Management Office • Executive Sponsor

Step 3: Defining Requirements

Understand how the solution will meet your company's needs.

Action Items	Who to Involve
Given the limited time available during the live vendor product demonstration, this is where the business is able to inquire on any additional needed functionality required of the system. It is also an opportunity to further understand how confirmed functionality will apply in practice and interact with the company's transactions. Try to keep the list of questions thorough but also concise.	• Revenue Manager/Super User • Revenue/Finance Manager • IT Project Manager • Project Management Office

Step 4: Tailored Product Demo

See how the solution works specifically for your company's transactional use cases.

Action Items	Who to Involve
Using the use cases developed throughout this process, work with the vendor to ensure data compatability and format for ease of use. This will help facilitate faster results from the vendor. Walk through the data for each use case internally to ensure that the anticipated results can be achieved with the level of data provided to the vendor.	• Revenue Manager/Super User • Senior Director, Accounting • Senior Manager, Revenue Accounting • Controller or Chief Accounting Officer • Director, Revenue Governance • Senior Analyst, Revenue Accounting • Vice President, IT Business Systems • IT Project Manager • Director, IT Applications

Step 5: Technical Compatibility

Understand the solution's technical capabilities and requirements needed for implementation and integrations.

Action Items	Who to Involve
The technical discussion will address any standard, unique, or unusual processes within the organization's revenue function and ensure that its current infrastructure will be compatible to interact with the new system. This stage will walk through the company's requirements for the system and details of how that interaction will need to take place to assist both parties in identifying problematic areas and organizing solutions.	• Vice President, IT Business Systems • IT Project Manager • Director, IT Applications • Integration SME • Security SME

Step 6: Implementation Discussion

Determine the implementation process and timeline, and understand the resource requirements.

Action Items	Who to Involve
Developing a robust timeline that can be used to build out sub-level tasks is critical to the project as a whole. This can be used to ensure adequate resources are identified and are in alignment with the timing of the identified milestones and sub-tasks. Champions should be assigned to each sub-process within the wider scope of the overall timeline.	• IT Project Manager • Director, IT Applications • Integration SME • Revenue Manager/Super User • Procurement

Step 7: Contract Negotiation

Negotiate pricing and terms based on the solution package needed by your company.

Action Items	Who to Involve
Once this stage is reached, the vendor has enough background information to provide detailed quotes for the products desired and estimated level of effort to implement. It is beneficial to understand the budgeting process within the organization prior to entering this stage so that spending requirements are known. Depending on the product license being purchased (on premise vs. cloud) there will likely be several pricing components to give thought to. Among others, this will also include costs to implement as well as future recurring fees for licensing/maintenance.	• Revenue/Finance Manager • Procurement • IT Project Manager