


Five Steps to a Comprehensive Software Assessment



05 Make a Decision
Make a recommendation that takes into account the costs, benefits, and steps needed to achieve the change with minimal risk to the organization.




04 Sort and Prioritize
What is the potential cost of identified risks?
What is the likelihood of the risk being realized?
What can be done to mitigate the potential negative impact?



03 Focus on Effects
How will these differences impact the organization?
What are the known risks?
What are the possible unintended consequences?



02 Identify Key Differences
What will be different after the change? Hardware and Software?
Staff? Environment?



01 Define the Change
Consider all steps of the proposed change to describe the systems and environments that will be affected. Try to envision what will happen before, during and after the change.