GETTING THE RIGHT SPECS

5 Steps to choosing the best business management system for your organisation

endeavour
You’ve made the decision to implement or upgrade your Business Management System. Perhaps your company has reached the size and complexity where you need to integrate systems to run efficiently. Perhaps yours is a well-established business but, your existing system is not keeping up with growth and the ever-changing needs of a dynamic, evolving market. Whatever the case, you know that this is not just another piece of software.

So much rests on this decision but to help wade through the logistical and technical minefield, we’ve put together some simple guidelines to help. It’s as easy as getting the right SPECS.

**S**trategise  
**P**rioritise  
**E**valuate  
**C**alculate  
**S**ecurity
1. Strategise:

Your choice will profoundly impact every aspect of your business. Most, if not all, your staff will be interacting with the system, so planning ahead will be crucial. Here are some initial questions to think about:

- **What** do you need the software to do for your business?
- **Where** will decision-making responsibility sit for the project?
- **Who** will be involved in the decision and implementation process?
- **When** will you need to hit your milestones to keep the project on your timeline?
- **How** much have you allocated to spend and **How** will you measure ROI on this important investment?
2. Prioritise:

Business Management Systems are complex and multifaceted. Differentiating between the “Need-To-Haves” and “Nice-To-Haves” is key to staying on budget.

**What** are the unique features of your business the system will help you to leverage?
**Where** will users access the system from? Online? Desktop?
**Who** will be using the system and what features do they need to do their jobs effectively?
**When** will approvals and alerts be required, if at all, and for whom?
**How** will the system accommodate your business as it grows?
3. Evaluate:

Your choice of supplier is important as they will become a partner to your organisation, for the long term.

What level of support and training do they offer?
Where are they based and will they be on hand to assist during and after the implementation process?
Who are their other clients and do they have relevant testimonials?
When were they established?
How do they go about the implementation process?
4. **Calculate:**

An ERP or BI system is a significant investment of time, money and resources, where the output requires strong management of the process. Getting a handle on the true costs of the software is essential:

- **What** internal resources will be required to implement and manage the system?
- **Where** does this project sit within your broader business plans? Can it be tied in with any other projects underway?
- **Who** will manage the budgets to ensure costs do not blow out?
- **When** will your support contract expire and what costs will you incur after that?
- **How** will licensing, upgrade, annual maintenance costs and other fees impact your bottom line?
5. Secure:

Your system will be the lifeblood of your business and contain copious amounts of critical, sensitive data that must remain protected:

What information can be shared and with whom?
Where will your data be stored? Is it safe and reliable?
Who will protect your data to ensure it is not lost?
When will support be available in case of an emergency?
How will you know that your data is 100% secure at all times?
**Why Endeavour?**

*Here’s a little secret:* great minds do not always think alike. In fact, we believe that by harnessing the diverse viewpoints and skills of your team and ours, we can achieve exceptional results together. Your business is too complex and intricate to rely on a vendor that simply wants to tell you what they think you need, so they can sell you a piece of software. Your business deserves a partner that will listen, learn and provide the right feedback to ensure you get a system perfectly suited to your unique requirements.

Endeavour has been listening to businesses and helping them implement systems for over 30 years. Our experienced, expert staff will be there to assist you at every step of the journey. At Endeavour, it is *our* business to ensure *your* business gets the system that you need to run efficiently - and the support to keep it that way.

**Contact us today and lets answer your SPECS.**

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