

# BEST-PRACTICE APPROACH TO SAAS SOLUTION ACQUISITION

Utilize an effective model for conducting a formal needs analysis and fit/gap assessment, including a detailed business case leading to an efficient sourcing decision.



Getting everybody "on-board" ensures all the needs of the business are addressed



Have each short-listed provider produce and perform a "real" conference room pilot



Establishing the "flight plan" is essential to understanding where you've been and where you are going.



**1 TECHNOLOGY ASSESSMENT**

**2 DEVELOP OPTIONS**

**3 FINANCIAL ANALYSIS**

**4 TECHNOLOGY AWARD**