

# **The ultimate guide to selecting software for your business**



# Welcome to your guide for purchasing software

## Choose the right software and empower your business

Purchasing software for your business is not just a decision—it is an investment. As a project manager in the construction industry, you understand how crucial it is to have the right tools at your disposal. But how can you ensure that the software you choose will truly make a difference?

With so many software options available, how do you select the one that best meets your needs and helps you achieve your goals? This guide is here to help you navigate this challenging process.

We will walk you through three critical phases in your software purchasing journey: Needs Analysis, Market Research, and Evaluation.

You will learn how to avoid common pitfalls that can cost you time and money. Along the way, we will provide essential questions to help you identify the best solutions on the market and evaluate them thoroughly before making a decision.

Are you ready to take control of your software investment and ensure you choose the right solution for your business? Let us dive into the guide and find the perfect software for your needs!

Enjoy!

# Considerations before looking at software

## 1. Requirements

Start by identifying the key needs in the organisation and build from there. Taking on too much at once can result in ineffective implementation.

## 2. Involve stakeholders

Involve everyone who is directly and indirectly affected by the new software to create transparency and trust among stakeholders.

## 3. Scalability

Consider whether the new software could scale with your company's growth and future needs.

## 4. Security & Compliance

Ensure that the new software meets your security requirements and compliance standards.

These four considerations provide an overview of the key aspects, so you can start the process of choosing the right software in the best possible way.

# What is important for you?

During the consideration phase, it is crucial to clarify your priorities for the product. Do you need it delivered quickly, at a low cost, or with the highest quality?

It is vital to determine what matters most to you, so you can strike the right balance between your expectations and what the product delivers.

## The three points explained:

**1: Quick and cheap:** If the product is both quickly delivered and cheap, it may impact the quality.

**2: Good and cheap:** If you want high quality at a low price, be prepared for longer delivery times.

**3: Quick and good:** If quick delivery and high quality are the priority, it may result in a higher price.



# What should you consider?

When purchasing new software for your business, many evaluations come into play. Before you start researching which software is the best fit for your needs, it is crucial to consider the various factors and determine which are most relevant to your decision.

## Things to Consider

Here is a list of the most important evaluations:

- **Functionality:** Consider whether the software meets your needs.
- **Price:** Think about how much of the price is for implementation and how much is for licences.
- **Trial periods:** Have a plan for your trial period, such as a focus group.
- **Reputation:** Check references and reviews.
- **Accessibility:** Investigate whether the software is easy to access and integrate.
- **Support:** Agree on what level of support you need. Ensure the supplier has a SLA.
- **Process responsibility:** Do not let IT department control the process alone, as their bias can limit development.

## Things to watch out for!

Some red flags should start flashing if you see the following things:

- **Lack of transparency:** Check if the company charges extra for various small items.
- **Unreasonable commitment:** Be cautious of overly long contracts with termination fees.
- **Bad reputation:** Check reviews from the industry.
- **Unrealistic promises:** Exaggerated promises can indicate misleading marketing.
- **Poor security:** Check for past security breaches.
- **Bite more than you can chew:** Focus on what matters most to you.
- **Outdated technology:** Ensure that the company continues to advance its technology.

# Questions to your potential supplier

Once you've found a potential software supplier, it's important to question the factors that are important to you



## Functionality

If you believe that your workplace needs more streamlined processes, it might be important to consider what the current software needs to do to achieve this.

### Questions:

- How does the software integrate with our current systems?
- Is the software intuitive?
- How does the software handle business growth? Is it scalable?



## Price

Consider the total cost of software purchases, including maintenance and upgrades. Understand the different licence models and commitment periods.

### Questions:

- What is the total cost including maintenance and upgrades?
- What licence models do you offer (per user, per installation, subscription)?
- Is there a commitment period?



## Trial

A trial offers the opportunity to test the software and see if it suits your needs. It can therefore be important to question whether it is something they offer.

### Questions:

- How long does the trial period last?
- Are all features available during the trial period?
- Is it easy to implement? And are there guides to how to set it up?



## Reputation

Research the company's credibility and reliability through reviews, customer stories and industry awards. Make sure they live up to their promises and have a good reputation in the industry.

### Questions:

- Can you provide references from similar companies that have implemented your software?
- What experience do you have working in our industry?
- Do you have a community with eg. events?

# Come up with your own questions for your potential purchase

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**Questions:****Area:** \_\_\_\_\_

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**Questions:**

# Evaluate and optimise your new software

## Three good tips for evaluation and follow-up.

Optimising and evaluating your software investment is crucial to ensuring you get the most out of your purchase.

1. **Set Clear Guidelines:** The management strategy should be adjusted so that employees have the resources needed to implement a new workflow. For example, there should be provisions for tracking the time spent on training.
2. **Follow up:** Old habits can quickly resurface, so it is essential to ensure that the new software is implemented and used correctly, such as through continuous knowledge sharing.
3. **Evaluate:** Is the software performing as expected? Involve all relevant parties, especially those who faced challenges during implementation. Their feedback can provide valuable insights into how the software functions in practice and where adjustments might be needed.

Consistent evaluation and follow-up promote clear communication and help identify whether the chosen software meets your needs. This supports the continuous improvement of your company's workflows and ensures you get the best possible value from your software investment.



# Ensure your software choice for long-term success

## Final Considerations

When choosing the right software for your business, it is important to understand both your current needs and future goals. A well-considered decision requires careful evaluation of functionality, integration possibilities, support, scalability, security, and costs.

Investing in software is not just about addressing current challenges but also about ensuring that the solution supports your company's long-term growth and success. Therefore, it is essential to incorporate industry recommendations in your evaluation, as these can provide valuable insights into the software's strengths and weaknesses.

By following the steps and considerations outlined in this guide, you can make an informed decision that creates a solid foundation for efficiency and success in your business. Remember that successfully implementing new software requires commitment and ongoing evaluation to ensure that the solution continues to meet your expectations and needs.

Many providers offer excellent software that helps to organise and protect your data effectively. By implementing such software, you can ensure that your company has the best conditions for achieving transparency and reliability in data management.

We hope this guide has helped you on your way to making the best decision for your business.

**Thank you for  
reading along ...**

