

ERP Evaluation and Selection Project Calendar

Use this template to determine timelines, milestones, and delivery goals to help you select and implement a new business management solution

Project start date:

Milestone <i>Any critical event that occurs during your software selection process</i>	Projected week <i>The week you plan to complete the milestone</i>	Actual week <i>The week the milestone is actually completed</i>	Stakeholders, evaluators <i>The person who will define and track milestone requirements</i>	Complete <i>Check when task complete</i>	Next steps <i>What are the next steps for the milestone to be completed?</i>	Continue project <i>Can the project proceed if this milestone is not complete? (Yes/No)</i>
Decision to move ahead with selection process						
Focus area identified						
Steering committee in place						
Inventory of business issues and goals						
Inventory of software and hardware environment, and any concerns						
Conditions established that must be considered in the process						
Overall, early budget established and available						
Design request for proposal (RFP) or criteria for vendor and solution established						
Vendors of interest list available						
RFPs sent out or vendors contacted						
Vendor responses received						
Vendor short list established						
Short-list vendors interviewed						
Product demos completed						
References contacted						
Vendor identified						