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BEST PRACTICE
ACTIVITY CHECKLIST

Action	Description	Tick When Complete
1	Compare expertise needed by the project with that available.	
2	Arrange for all expertise needed to be made available to the project.	
3	Define your system needs with users	
4	Finalise your needs	
5	Document your needs	
6	Distribute your documented needs to potential suppliers	
7	Identify the most appropriate system which meets your needs.	
8	Negotiate contracts with supplier.	
9	Agree implementation schedule with supplier.	
10	Monitor progress of system implementation, taking corrective action where necessary.	
11	Test software prior to use.	
12	Check effectiveness of system, training and procedures	