

Product Evaluation Task List

ID	Task	Assigned To	Status	Estimated		Actual		Notes
				Start Date	Completion Date	Start Date	Completion Date	
1	Identify Evaluation Team							
2	Identify Needs and Wishes							
3	Document Needs and Wishes							
4	Create Scorecard							
5	Create Scenarios for Demonstrations and Pricing							
6	Create Request for Proposal (RFP)							
7	Research Possible Vendors							
8	Get Contact Information for Vendors							
9	Send Vendors RFP							
10	Score Vendors Written Responses to RFP							
11	Schedule Demonstrations							
12	Check References							
13	Score Functionality							
14	Score References							
15	Score Cost							
16	Review Scorecards							
17	Add "Extra" Information (i.e. unexpected features, etc.)							
18	Select a Vendor							
19	Notify All Participating Vendors of Selection							