ADMINISTRATIVE SYSTEMS PLANNING CHECKLIST

READINESS

- Business Case
- Leadership Commitment
- Funding
- Project Governance
- Business Imperatives
- High-Level Demos
- Data Management Strategies
- Systems, Reports, & Integrations Inventory
- Identity and Access Mgmt.

These activities can be started anytime—the earlier the better.

PREPARATION

- Requirements & Gaps
- Market Scan
- Project Budget & Timeline

EXECUTION

- Software RFI/RFP Decision & Contract
- Partner RFI/RFP Decision & Support
- Deploy
- Post-Production Support

> *Institutions can work to reduce the difficulty, risk, and expense of an eventual move to the cloud without the scale of expenditures that the actual implementation will require.*

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