(Sample)

Evaluation Process Timeline

Team Members' Names

Define Your Evaluation Team:	**TARGET DATE**	**COMPLETION DATE**						
Identify Team Members								
Assign Responsibilities								
Prepare for the Evaluation Process:								
Identify required modules								
Identify functional requirements								
Financials								
Scheduling								
Demographics								
Medical Records								
Customize the Software Evaluation Checklist								
Classify items as critical or important								
Copy the revised Software Evaluation Checklist								
Identify Potential Solutions:								
Explore Candidates								
Research on Internet								
Recommendations from others								
Tradeshows								
Pre-Screen Candidates								
Evaluate the Vendor / Services & Support								
Vendor 1								
Vendor 2								
Vendor 3								
Evaluate the System / Functionality								
Vendor 1								
Vendor 2								
Vendor 3								
Make the Decision:								
Calculate the score for each vendor								