



THE *QUICK & EASY* GUIDE TO BUYING REQUIREMENTS MANAGEMENT SOFTWARE.

OVERVIEW

The process doesn't have to be overwhelming or time-consuming.

How much should I budget for requirements management? What's the best way to get buy-in from senior management? How do I get the team fully engaged so the roll-out goes smoothly?

Oh, and how do I do all of this while still doing my primary job?

If you're new to buying enterprise software, we understand the process can feel a bit daunting. It usually is. However, with requirements management, and specifically with Contour, it doesn't have to be.

We can help you champion the implementation of requirements management at your company and this guide outlines the 5-step process to follow that's worked for others.

Checklist:

1. Define your needs
2. Establish your budget
3. Get management buy-in
4. Get team buy-in
5. Plan the roll-out

TIMELINE & SUPPORT

Complete the process in 30 days or less.

We've done this process with hundreds of other companies. We'll arm you with the resources needed to get requirements management successfully implemented – without it feeling like you're taking on a second job for months on end. Our personal support is one of the reasons why our customer renewal rate is over 95%. If you need help along the way, let us know.

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BUYING PROCESS

Step 1: Define your needs and requirements.

How we can help: Requirements management selection guide

What do you really need? There's a range of things to consider. We've created a guide of the most common needs that companies have in a requirements management solution. You can leverage it as a starting point, or if you prefer, we can document your specific needs through a brief assessment call.

Step 2: Establish your budget.

How we can help: Budget proposal

What's it going to cost? When creating a budget for Contour or any other RM tool, the factors to consider are:

- How many users will you have?
- Do you want to manage the software internally or have us host it for you?
- Do you need it to integrate with other tools?

**You're in good company:
67% of teams will use or
plan to buy requirements
collaboration & management
software in next 12 months.**

*The State of Requirements Management
Survey & Report, May 2008*

Step 3: Get management buy-in.

How we can help: ROI analysis document

Who is your executive sponsor? Without buy-in from management, this process will go nowhere. The best way to make a case for an enterprise software purchase is to illustrate the return on investment it will provide back to your company. We use a trusted model developed for Better Software magazine by an independent consultant that takes into account the total cost of ownership of RM. On average, the annual cost savings is \$250,000 or greater, with a 5:1 benefit-to-cost ratio. We can share with you the ROI calculator or create a customized ROI analysis document specific to your company.

Step 4: Get team buy-in.

How we can help: Expanded trial of Contour with unlimited users and collaborator licenses

Is your team sold on the idea? The best way to achieve adoption of the tool and get support from your team is to get them involved early on in the trial. In the case of Contour, we can easily expand the free evaluation to include your entire team. In less than a day, we can get your data in the system and give everyone access to experience Contour first-hand. Real-world trial. Greater adoption. Happy team.

Step 5: Plan the roll-out.

How we can help: Roll-out plan and best practices document

Now what? There's nothing worse than buying a tool that goes unused. We'll create a roll-out plan with key milestones and a realistic schedule to ensure your implementation goes smoothly.

