

# 8 TIPS FOR SUCCESSFUL TECHNOLOGY IMPLEMENTATIONS

These tips will help your company successfully implement new technologies with ease.

by Systech Information Services, Inc.

## 1 CLEARLY DEFINE GOALS

Without goals there is no measure of success. Goals should be clearly defined and specific so that you have a good idea whether or not your project is achieving the desired results. All parties should agree on these goals before framing your project.

## 2 IDENTIFY KEY FACTORS

Identify the costs of your project (including downtime, overtime labor, hardware, software, etc.). Next, identify potential risks and what you will do if something goes wrong. Lastly, identify communication methods and progress update schedules so that everyone is on the same page

## 3 ASSIGN RESPONSIBILITY

Assign a project manager who will be responsible for the success or failure of a project. Make sure that he understands all the requirements and deadlines, as well as the key factors of your project.

## 4 GATHER RESOURCES

Now that you have a project manager and a basic understanding of the project - go out and find the right people for the job whether they are internal personnel, 3rd party vendors, or both.

## 5 DEFINE DEADLINES

Define the deadlines and milestones of the project. Have your project manager brief his team on communication schedules, deadlines, and resources available.

## 6 ASSIGN TASKS

Give out tasks to the appropriate resources and begin the project. Keep in mind deadlines and make sure that your team knows who to contact if something doesn't go according to plan so that it can get corrected sooner than later.

## 7 SET YOUR CALENDAR

Include key dates and milestones in your calendar so that you get notified. adhere to your communication schedules and provide regular progress updates to all team members.

## 8 EVALUATE PERFORMANCE

Once the project is completed you should evaluate the performance - was it in budget? was it on schedule? did it product the expected results? Be sure to note anything that might be useful for the next project implementation.