

Software Evaluation Template

Keep track of evaluation contributions in an **Employee Skills Matrix**

1. Your Name

2. Software Title

3. Software Category

Categorize your software: BIM, Graphics, Virtual Reality, Management, etc

4. Does this software aim to **REPLACE** or **SUPPLEMENT** software that is currently used in the office or is it **NEW**? Please name any relevant software in your response below.

5. Comparable Software(s) - what are industry equivalents?

Challenge reviewers to directly compare existing software. Do you already have software that does something similar? Does the reviewer intend to evaluate other new software in conjunction with this evaluation?

6. Usability (1=poor,5=excellent)

	1	2	3	4	5	N/A
Easy to set up	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Easy to learn/orient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Easy to use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Community

	Yes	No
Is there an active user community?	<input type="radio"/>	<input type="radio"/>
Do you have access to Developers either by email or forum?	<input type="radio"/>	<input type="radio"/>
Is there a public roadmap?	<input type="radio"/>	<input type="radio"/>

8. Documentation (1=poor,5=excellent)

	1	2	3	4	5	N/A
Written Documentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online Tutorials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Live Demo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Costs - provide as much information as possible including license tiers, required hardware purchases, etc.

Keep the reviewers happy, give them a simple form rather than expecting a written report

10. Licensing

	Yes	No
Is this a free software?	<input type="radio"/>	<input type="radio"/>
Is this an addon?	<input type="radio"/>	<input type="radio"/>
Is there a floating license option?	<input type="radio"/>	<input type="radio"/>
Is there an enterprise license option?	<input type="radio"/>	<input type="radio"/>

11. Final Thoughts (notable features, concerns, etc.)

Before approving a trial for core users, break down the potential licensing costs. If the software is intended to be used office wide, start gathering information on licensing price break points.

A Comment Box at the end of the form helps collect miscellaneous thoughts.