

Checklist: What to Have Prepared for IT

To facilitate a smooth engagement process with IT, have the following items prepared:

1. Detailed Product Information:

- Security features and protocols
- Compliance measures and certifications
- Integration capabilities and compatibility

2. Supporting Documentation:

- Case studies and success stories
- Performance metrics and ROI data
- Compliance and certification documentation

3. Feedback Mechanisms:

- Structured feedback forms or surveys
- Scheduled meetings or feedback sessions

4. Cost and Resource Details:

- Detailed cost breakdown and potential hidden fees
- Information on resource allocation and impact on IT workload

5. Integration Plan:

- Step-by-step integration plan
- Support and training resources available from the vendor

By preparing these elements and following these guidelines, you can effectively engage IT, build a collaborative relationship, and facilitate a smoother approval process for your internal communications software.