



Software Selection Evaluation Tool

Software Product Name: _____

Assign evaluation scores:	
Does Not Meet Requirements = 0 points	Partially Meets Criteria = 1 point
Meets Requirements = 2 points	Exceeds Requirements = 3 points

	Evaluation Criteria (select those that apply)	Enter Score
<input type="checkbox"/>	Functional specifications	
<input type="checkbox"/>	Compatible with existing hardware	
<input type="checkbox"/>	Compatible with existing operating system	
<input type="checkbox"/>	Ease of use	
<input type="checkbox"/>	Product reputation	
<input type="checkbox"/>	Third party support	
<input type="checkbox"/>	Vendor support	
<input type="checkbox"/>	Length of time in marketplace	
<input type="checkbox"/>	Licensing options	
<input type="checkbox"/>	Ease of customization	
<input type="checkbox"/>	Documentation	
<input type="checkbox"/>	Training options (technical, administrator, end user)	
	Evaluation Score Total:	
	Cost (select those that apply)	
		Estimate
<input type="checkbox"/>	Acquisition	
<input type="checkbox"/>	Maintenance & Support	
<input type="checkbox"/>	Training	
<input type="checkbox"/>	Customization	
	Cost Total:	