

TECHNOLOGY PLANNING

ERP selection checklist

ERP projects rarely fail because the software is bad. Most of the work that decides success happens before you speak to a vendor.

Before you sign

- ☐ Core processes mapped and the future design agreed.
- ☐ Requirements written, prioritised and signed off.
- ☐ Shortlisting criteria agreed, including local support, tax, currency and connectivity.
- ☐ Three vendors shortlisted and given scripted scenarios based on our real processes.
- ☐ Five-year cost compared on the same scope.
- ☐ References taken from businesses of similar size, ideally in Nigeria.
- ☐ Data, training and change plans in place before contract signature.

Shortlist scoring (score 1–5, multiply by weight)

CRITERION	WEIGHT	VENDOR A	VENDOR B	VENDOR C
Meets our must-have requirements				
Local implementation and support				
Nigerian tax and statutory compliance, including e-invoicing				
Pricing and currency over five years				
Banking and payments integration				
Works with unreliable connectivity				
Fits our size in five years				
Total				

Notes from vendor demonstrations

ERP selection checklist

Five-year cost on the same scope

COST LINE	VENDOR A	VENDOR B	VENDOR C
Licences or subscriptions, as users grow			
Implementation and configuration			
Integration with banks, tax platform and other systems			
Data cleansing and migration			
Training and backfill			
Support, upgrades and administration			
Total			

The recommendation

Our choice

Which vendor and implementation partner, and why?

Trade-offs we accept

What we give up with this choice, written down for the leadership team

Before we sign

Open questions, contract points and the date we decide
