8 Steps for Navigating Successful Technology Projects

Does your association struggle with data trapped in an outdated association management platform that does not interact with your current systems and restricts your organization's ability to implement new software for new products and services ?

Are you concerned that your current Learning Management System (LMS) has become antiquated and cannot add new features such as webinars and classes using stream video technology ? Are you considering making some or all of the sessions from your conferences available online?

Sound familiar? It's no secret that to stay relevant and grow revenue levels, associations must utilize new technologies that engage their key audiences and deliver information and services in new ways. Yet many associations suffer from an internal struggle to find the intersection between strategy and technology.

Ready to move from challenge to solution? Follow these 8 steps to help turn your technology and strategic goals into action.

1. **Define Project Scope**
Set a clearly defined scope that includes specific project goals, timeline, and budget.

2. **Establish Project Leader**
Designate a cross-department team, including representatives from both the Information Technology (IT) and business departments that will be affected by the technology change. Appoint a designated *project leader* that is dedicated to reaching consensus and leading the project through completion.

3. **Define Requirements**
Assess technical and business requirements. Determine how the technology solution will help your organization achieve specific goals like increased revenue, reaching a wider audience, and developing stronger marketing that results in greater engagement.

4. **Conduct Vendor Research**
Identify experienced technology vendors that understand your situation, can meet your technical and business requirements, and fit within your business model and budget.

5. **Execute a Request for Proposal Process**
Develop an RFP that provides vendors with your organization's business and technical requirements and pricing guidelines. Require responding vendors to submit specific recommendations about their approach to your organization's technology challenge, develop an implementation plan and provide client references.

6. **Evaluate & Select Vendors**
Determine decision criteria and priorities for vendor selection. Have project leader guide team in ranking vendors and to make a final decision with consensus.

7. **Negotiate Contracts**
Ensure that contract includes RFP requirements, full scope of work and a detailed implementation timeline.

8. **Manage Implementation**
Appoint an implementation team and project leader to work with the vendor. The project leader should work with the vendor on developing a detailed implementation plan that includes the scope of work, specific tasks and resources, timeline, deliverables and key deadlines.

Success Roads Consulting specializes in developing and implementing solutions for associations' and other nonprofits' technology and strategic challenges. Success Roads can help your organization navigate any or all of the steps that will lead you on the road to success with your technology projects.

Ready to get on the road to success? Contact Success Roads Consulting.