Simploud

10-Step Guide to Choosing the **Right eQMS**

01 Identify Compliance and Business Requirements

02 Explore the market: Do an initial assessment of available eQMS solutions

03 Shortlist a few eQMS solutions for further evaluation and engagement

04 Confirm the core capabilities of each eQMS solution, and make sure they meet your needs

05 Test! See if the user experience and ease of use fits your team's needs. Make sure it is easy to use, and won't require months of training

06 Ensure scalability of eQMS

07 Identify integration capabilities with external systems. Focus on those you already use, but check for probable software too.

08 Examine the Data Security and Privacy policies of the eQMS

09 Ensure there is support and training provided beyond onboarding

10 Evaluate the total cost, but also make sure you factor in a cost comparison of your total spending without an eQMS vs with.

Researching vendor landscape

- » Establish long list for inclusion in RFI / RFP process
- » Be candid with vendors – describe timeline and your process
- » Ongoing research may be parallel to RFP construction

DOCUMENTATION

Map Processes & Sign Off | Compile Scripts for Demos
Compile RFP
RFP Deadline
Issue RFP 4 week
Decision
Negotiation & Contracts

EVALUATION

Team Assembled | Team Reviews
Vendor Demo (1 All) | Vendor Demos (shortlist)
Selection & + 1 Reserve
Vendor References
Integration Proofing | Pilot

Q1   Q2   Q3   Q4