

Alternative Evaluation Worksheet

Analysis Criteria	Do Nothing
Brief Summary of Alternative	
Short Term Costs for Alternative Implementation Costs Implementation Resources	
Long Term Costs for Alternative Payback period (years) Maintenance Other Costs Resources	
Funding Available for Alternative	
Project Staffing for Alternative Required for Implementation Available for Implementation Implementation Staffing Mitigation Strategy Required for Long Term Available for Long Term Long Term Staffing Mitigation Strategy	
Work Environment Required for Alternative	
Timeframe for Alternative Time to Implement Known Time Constraints	
Project Ownership of Alternative Executive Sponsor Business Owner Stakeholders	
Politics, Goals and Mandates for Alternative Political Landscape Goals or Mandates Supported	
Process Change for Alternative Summary of changes Amount of change (high, medium, low) Kind of change (positive, negative, mixed)	

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Preparedness for change (good, OK, poor) Process Complexity (0 = trivial, 10 = complex)	
Risk Analysis for Alternative Assumptions for success Benefits of implementation Risks of implementation Implementation Complexity (0 = trivial, 10 = complex)	
Business Continuity Guaranteed Availability Estimated Time to Recover Failover strategy Expected impacts of failover event	

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Alternative Assessment Worksheet

Criteria	Do Nothing	Alternative 2 [Name]	Alternative 3 [Name]	Alternative 4 [Name]	Alternative 5 [Name]
Cost Implementation Maintenance Long Term Costs					
Business Best Fit Meets Project Need Meets Future Need Business Continuity Best Business Alternative					
ISD Best Fit Meets ISD Strategies Impact to ISD Best Technical Alternative					
Risk of Implementation					
Evaluation Score	0	0	0	0	0

All criteria are evaluated on a score of 0-10 as follows:
0 = worse 5 = neutral 10 = best

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