



Current Conditions

The Most Important Element in your Statement of Work

THE BIG QUESTION

When faced with a new IT Project, the first question to ask is:
How well have you documented your Current Conditions?



WHAT ARE CURRENT CONDITIONS?



Current Conditions provide vendors with a description of what the client is currently doing. They describe the current state. This will be the vendor's starting point for developing their proposal, cost, and project plan.

WHY ARE THE CURRENT CONDITIONS SO IMPORTANT?

From a vendor's perspective, the software implementation process is like taking the client on a journey from the current state to the future state. If they don't understand the starting point, the rest of the journey is more difficult for the vendor to plan, resource, and price.

Top Reasons the Current Conditions are Critical to Project Success

- ✔ #1 driver of vendor cost proposals
- ✔ Poor or unclear current conditions are the #1 driver of cost increases after award
- ✔ #1 driver of the vendor's implementation cost
- ✔ Vendors can align their best team to meet your needs
- ✔ Every day spent collecting this information pays you back multiple times over during implementation.
- ✔ If you don't do it, the vendor will collect this information later when they are "on the clock" ...and they won't be NEARLY as accurate as you (no one knows your current system like you do)
- ✔ More Effectively Select the Right Solution and the Best Vendor Team - and greatly reduces chances of protest risk!



COMMON EXCUSES

Yes, they are just excuses. No, they are not solid arguments. We've heard them all! Let's see...

Myth: Vendors care more about the Future State

Reality: Wrong! Vendors already have a good picture of the Future State – it is their system!

Myth: Telling vendors about the Current Conditions means they will just "rip-and-replace" our old system.

Reality: No, the vendor is still delivering your Future State Requirements, but they need to know about the starting point to optimize their costs and resources.



Myth: The Current Conditions will reveal all the skeletons in our closet and vendors will charge us more!

Reality: It is much costlier to “discover” these in the middle of the implementation process after you’re locked into a single vendor, schedules are slipping, executives are asking for updates, and the pressure is on! It is cheaper (and less stressful) to have competition up front..

Myth: If the vendor is an expert, shouldn’t we just ask them to document the Current Conditions for us?

Reality: A vendor will never document Current Conditions as accurately as the client can do it themselves. No one knows you like you know yourself!

Myth: Vendors can document Current Conditions more efficiently than we can!

Reality: The vendor will have to ask the client for access, meetings, documents, and more. This means the client is still spending lots of resources while paying for a full-time vendor team!

Myth: If we don’t have a legacy system then we don’t need to document our Current Conditions

Reality: It is more important to document Current Conditions in this case! If you don’t, the vendor is walking into a totally unknown environment. Ahem, did someone just say “contingency”? Sounds cheap!

Myth: Current Conditions are irrelevant because we will adapt our internal processes to match the vendor’s Out-of-the-Box solution.

Reality: Time for a tough truth. There is no such thing as an Out-of-the-Box solution that is completely independent of Current Conditions.

Think about it this way:

- Does the system integrate with other systems? That’s a Current Condition!
- Do you have historic data formats and migration needs? That’s a Current Condition!
- Does the system produce certain dashboards, reports, or outputs that support your operational needs? That’s a Current Condition!
- Does the system need to perform certain calculations or functions that are unique to your operations? That’s a Current Condition!
- We could go on, but you get the point...

Myth: We don’t have time to document our Current Conditions.

Reality: You’ll either do it now or later. The only question is whether vendor is on the clock when it is happening!



THE BOTTOM LINE

Just do it! Every day you spend up-front to document your Current Conditions saves roughly 10-20 days of effort during implementation. Yes, the payback is really that high!

Maybe the best question is: Can you afford to NOT document your Current Conditions?

Facing challenges in documenting your Current Conditions?

The experts at Simplar can assist with documenting your current conditions, and provide the tools and templates to enhance your next IT project and build your toolbox to improve all your future projects!

