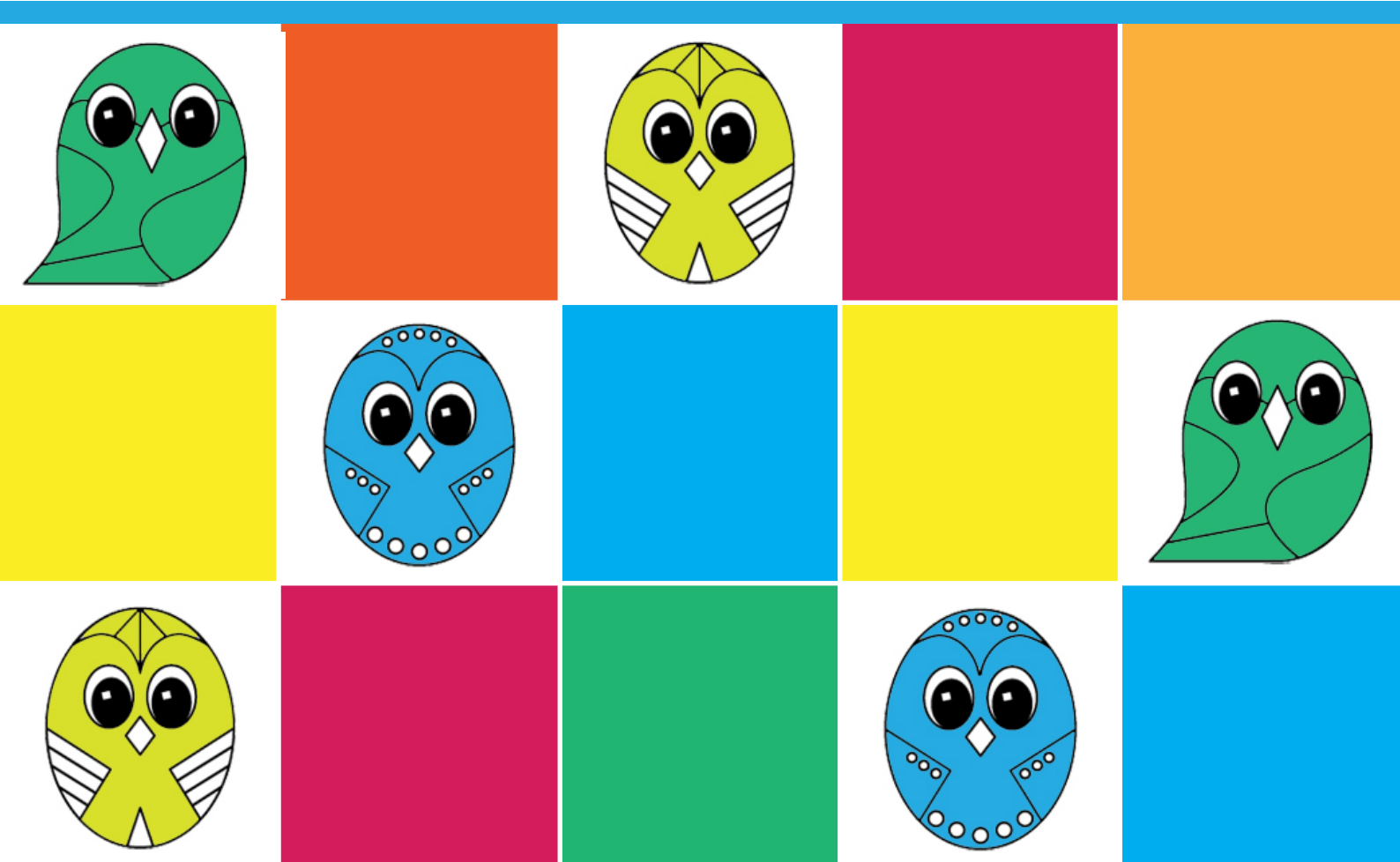


10 Point MIS Checklist



10 Point MIS Checklist

1

Annual Cost?

- a) How many user accounts do I get for my money?
- b) Is there a limit on learners?
- c) Will I have an idea of costs up front?
- d) What's included in my licence fee?
- e) Are there additional costs for hosting?

2

What's The Minimum Contract Term?

- a) How long will I be tied in for?
- b) Do you offer data management?

3

Is the MIS ILR Compliant?

- a) Is the MIS fit for purpose - is it ILR compliant?
- b) Can my lead providers have access?

4

Maintenance agreement costs?

- a) How will you maintain the system?
- b) How much do I pay for this service?
- c) Do I get free upgrades?

5

Training Costs?

- a) Do you charge for training?
- b) How many days will I need?

10 Point MIS Checklist

6

Hardware & Software Purchases?

- a) Will I have to buy any computers or servers?
- b) Will I have to buy additional software to run your system?

7

Payment Terms?

- a) Do I have to pay up front?
- b) Can I pay monthly?
- c) Do you offer referral discounts?

8

Customer Support?

- a) How will I get help?
- b) How quickly will you respond to my request?

9

How Quickly Can I Get Started?

- a) What do you need from me to get started?

10

How to import current data into MIS?

- a) What are the charges for importing my data?
- b) How long will this take?
- c) Can I import my ILR?