

STEP 7: Conduct Customer Model Review Meeting

Review the analysis model for correctness, completeness, and consistency.

- i. Set meeting date and time
- ii. Invite a representative from each stake-holder group outside of IT (people having responsibility, authority or expertise over the documented processes, as well as those who perform the actual work)
- iii. Distribute the Analysis documentation to participants at least three working days in advance of the meeting
- iv. Hold the meeting:
Review the analysis model for correctness, completeness, and consistency
Record any issues that arise during the meeting

STEP 8: Investigate and Resolve Customer Model Review Issues

Answer all issues and concerns raised in the Review, updating deliverables, as required. If necessary, hold another Review meeting.

STEP 9: Obtain Customer Approval

It is suggested that you obtain customer signatures.

STEP 10: Select a Package

This optional step provides for the evaluation and selection of a software package. Develop evaluation criteria based on the requirements identified and verified in the previous steps. Develop a Request for Proposal (RFP) and distribute to candidate software package vendors. Make a selection recommendation based on the evaluation of vendor proposals and detailed investigations of the packages and their vendors. Identify preliminary customization requirements for the recommended package. Note: For more details on package selection, refer to Ernst & Young's Navigator System Series documentation.

STEP 10: Select a Package

(See Project Management Phase – Steps 2 and 3)
