# Questions You Need To Ask When Outsourcing IT Projects

In order to be successful, an IT project should have a clearly defined scope of work, timeline, and return on investment. You also need to ask your organization and potential project vendor the right questions to ensure the project will be successful. The Dataprise Project Management Office (PMO) runs hundreds of IT projects each year and has helped hundreds of organizations in a variety of industries successfully complete everything from office moves to cloud migrations. Based on this proven experience, we have compiled a two-part list of questions to help you prepare for a project:

| How to Prepare Internally for an IT Project | YES | NO |
| --- | --- | --- |
| Does the proposed project align with your organization's IT strategy? | | |
| Does the proposed project align with your organization's 3-5-year IT roadmap? | | |
| Do executives understand the value of the proposed project? | | |
| Is your organization willing to make the investment (e.g., time and money) to support the proposed project? | | |
| Does your organization's IT landscape improve after the proposed project is completed? | | |
| Are metrics defined to measure the success of the proposed project? | | |

| Questions to Ask Your Project Management Vendor | YES | NO |
| --- | --- | --- |
| Does the vendor commit to an implementation timeline? | | |
| Does the project have one Project Manager? | | |
| Are engineering and project management roles filled by separate people? | | |
| Has the Project Manager worked with you to identify a communication plan? | | |
| Has the Project Manager worked with you to identify your organization's unique challenges and needs? | | |
| Has the vendor included time in the contract to develop technical documentation after the project is completed? | | |

Starting an IT project can be a daunting task, but we're here to help. Using our series of questions, you can determine if your organization is ready to dive into a project and confidently select a qualified IT vendor.

**To learn more about Dataprise Project Management Services, visit: dataprise.com/it-services/it-project-services.**

DATAPRISE