

# Worksheet: choosing new technology

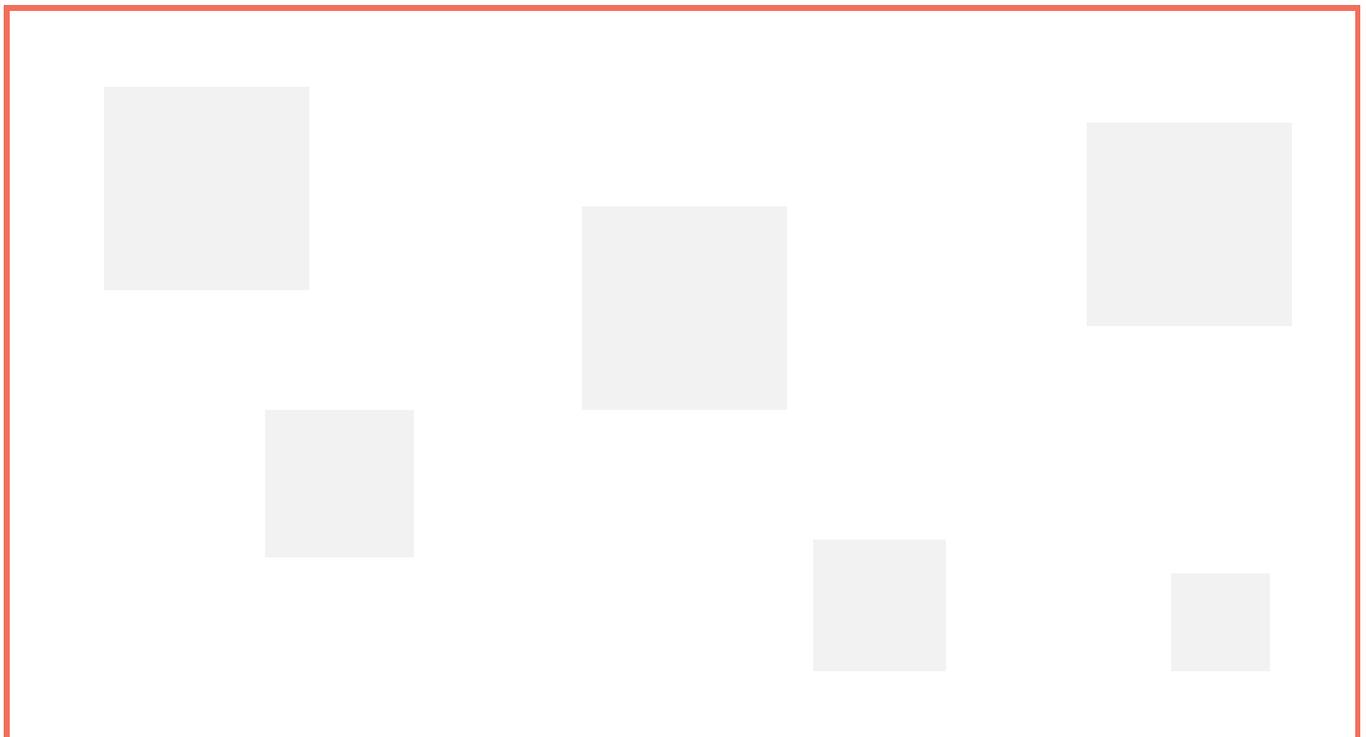
A SET OF ACTIVITIES TO SUPPORT YOUR SELECTION PROCESS

## 1. Project:

Project vision. What are you hoping to achieve?

## 2. Draw your existing ecosystem, including where the new element fits in

Think about the interactions between different elements, including any third parties. Consider whether this sparks any further conversations around dependencies, or even other areas of improvement that could be made. Use this activity as an opportunity to define the scope and boundaries of your technology selection. If you're starting from scratch, then add in everything that will be introduced alongside the specific bit of tech you're looking to use.



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### 3. What else do we know?

Choosing digital solutions isn't just about adding in a piece of technology. What else within your organisation do you already know currently needs to change to support this? Think about the people and culture, processes, and overall strategy.

Technology changes	Strategic changes
Process changes	People/team/cultural changes

### 4. Gather your requirements

Feel free to use whichever tools or methods you feel most comfortable with, but try to cover the following:

- Consider both functional and non-functional requirements.
- Look for opportunities and innovation as well as just recreating what you have or solving problems.
- Try to capture the source/evidence for the requirement.
- Introduce some kind of categorisation.
- Have a sense of the loose level of complexity/impact.
- Run a prioritisation exercise.



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## 5 Evaluate potential solutions

6.

Fill in the below table. Options should run across the top. The left column should contain criteria to assess your options against, chosen as a combination from:

- your prioritised requirements from exercise 4
- a section of other assessment criteria, chosen from the below set

Product confidence and vision	Scalability	Sustainability	Costs	Licensing
Time to implement	Compliance	Security	Open source	Community
Documentation	Reporting/fixing issues	Development impact	User impact	
Performance	Accessibility	Strategic impact	Process impact	
Technology/integration/compatibility impact	People/team/culture impact			
Ethical considerations	Stakeholder preference	Developer preference	User preference	
Your preference	Summary of benefits	Summary of constraints		

Criteria	Option A	Option B	Option C	Option D
Your requirements				
Other assessment criteria				



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## 7. Decision making

With a long list of criteria, it can be useful to add a scoring mechanism (potentially with weighting if particular facets are much more important to you). This helps by providing a way to compare the overall results. Consider scoring for:

- does not meet needs
- partially meets needs
- would meet needs with customisation
- meets needs
- exceeds needs

Even if you're scoring, make sure to capture any contextual comments. Not only are they useful to compare the different options, but they can also provide useful historical context around the decision-making process for future reference.

## 8. Trial or prototype

Once you've whittled your options down to one or two, you may decide to undertake a trial, or create an initial prototype to test before making a full commitment. Whilst this can extend costs and timelines, it's also a great way of ensuring that people will be happy with the selection made - having something tangible to use is much better than working off of descriptions alone.

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