



## Budget Planning for 2010

### Start Planning Your Facility Information Project Now

Summer budget cycles are quickly approaching and Falls are not far behind. If you are like most facility professionals, you'll need to determine which projects you will include in next years budget. When considering a Facility Information Solution you'll want to look at a few components before determining the budget. For example; what is the right product for your company?; how will you implement it?; and of course, what are the costs?

Whether you're considering a CAFM / IWMS System, a Document Management System, an Event Management System, or any other Facility Management Solution, the steps are similar:

- **Determine Your Requirements and Goals**
  - *Perform Needs Analysis and/or Business Assessment*
  - *Determine Implementation Approach*
- **Evaluate and Choose Product**
  - *Receive Product Demonstrations*
  - *Evaluate Alignment with Your Requirements and Goals*
  - *Involve IT*
- **Estimate Project Costs**
  - *Product/Software Costs*
  - *Implementation Costs*
  - *Internal Costs*
- **Receive Project Approval and Funding**
  - *Buy-in From Upper Management*
- **Establish Project Team**
  - *Determine Product/Software Vendor Involvement*
  - *Determine Implementation Consultant Involvement*
  - *Assign Project Manager*
  - *Assign Internal Resources*

It's always important to show a Return on Investment (ROI) for any project, but even more so in these tough economic times. By starting this process now, you give yourself the time to adequately gather this data and any additional information you need to get your project approved and funded. When the funds are released, you'll be ready to immediately move forward with your project.