

Phase 2 FrameWork:AcquisitionSM

OVERVIEW

On the road between strategy and implementation, there's a chasm called procurement. Getting across it is fraught with risk, and many organizations don't make it over safely. When selecting an enterprise application vendor, they disagree on strategic goals. They lose control of the process.

Communication breaks down. They end up with an implementation that is not what they wanted, or not what they thought they were going to get.

Enter Anteo Group. We are experts at helping organizations set their enterprise application strategy – and then guiding them through

the procurement process to ensure their strategic goals are met. The second phase of our FrameWork:SuiteSM optimization methodology is the FrameWork:AcquisitionSM phase. It's our way of bridging the procurement gap, getting you across it quickly, securely, with all your expectations met.

IT'S ABOUT COMMUNICATION

Most problems in the procurement process can be traced to communication – or the lack of it. There's no room for misunderstanding among stakeholders in a project. Yet each brings a particular perspective and vocabulary to the table that can make it difficult for

consensus to be reached. That's where strong, experienced project management comes in. At Anteo Group, we are experts at building an environment of trust in which communication is clear and continuous, requirements are thoroughly understood, and everyone knows the game plan and his or her role in it.



DEFINING THE STRATEGY

Communication begins with asking the right questions. Have you identified what you want to accomplish? Do you know the strategy? Is it feasible? Is it valid? Are you considering all the touch points? Will it deliver the metrics? By working with your organization's strategy makers, we help lay the groundwork for a successful implementation by clearly defining your strategy.

WRITING THE RFP

The business risk of the procurement process is directly related to the quality of the RFP. It must be clearly defined, clearly understood, clearly articulated. We have tools and techniques to ensure your RFP helps you get the results you want. Our approach includes:

- Quickly and thoroughly getting the information needed to validate the strategy
- Developing appropriate scoring criteria to compare vendors
- Conducting formal and informal research such as Request for Information (RFI) and pre-bid demonstrations to effectively determine your requirements

- Using our vendor expertise and vendor-neutral perspective to determine the best fit to your requirements
- Keeping everyone clear on roles and responsibilities

LINKING STRATEGY TO OUTCOMES

Business owners and procurement officers in an organization can easily lose sight of strategy in their effort to meet tactical demands. That shift of focus spells trouble during the procurement process; it can result in a team whose goal is muddy rather than crystal clear. We can help you avoid the problem by ensuring that both your strategic and tactical requirements are clearly articulated to vendors.

AVOIDING THE RISKS

We can also help you avoid other risks in the procurement process, from vendors seeking greater control to expectations that are missed and Statements of Work that are shelved. The Statement of Work should be your guide to defining the implementation and the results you want, and as such it should remain a "living, breathing document" throughout the procurement process.

THE KEY SUCCESS FACTORS

In our experience, there are five keys to a successful acquisition.

- **Understand the process** – From scope determination to providing expertise on legal requirements, we understand the procurement process inside out.
- **Understand the tools** – Are you meeting your budget? Your timeframe? Your requirements? Our tools provide answers to these questions every step of the way.
- **Communicate among all parties** – Communication is the most important skill the project manager brings to the table
- **Provide continuity and knowledge transfer** – It's particularly important that the procurement agent be well-versed in the team's strategy and requirements.
- **Stay involved** – We are known for our collaborative approach, and for our ability to break down any barriers that might keep all players from working together proactively throughout the acquisition process.

For more information about our Consulting practice, visit us on the web at www.anteogroup.com or contact us at marketing@anteogroup.com.