

Vendor Independent advice

Citec is not a supplier of hardware or software so you can be assured of unbiased recommendations.

Planning

Citec will assist you to align your IT plans with your organisation's business objectives and real needs. Citec can ensure you have a plan on how to recover your IT services should the worst happen.

Procurement

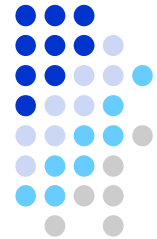
Citec can help you to make the right decisions, getting the best value for money and the best fit for your organisation



**Reduce stress.
No more worrying about
buying the wrong solution.**

Planning & Procurement

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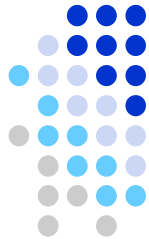
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**Information technology
working for you.**

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What citec can do for you



Planning

Needs Analysis

Before any planning takes place it is important to be clear on what the real needs of the organisation are. Citec is experienced in helping organisations identify and prioritise these needs.

Information Technology Plan

Before committing funds it is important to have a plan to work with so that all concerned know what the outcomes must be. This may be a short term project plan or a 3-5 year plan that allows for resource life-cycles. Citec will ensure you include essential tasks and resources in your plan.

Procurement

Having completed a needs analysis and an information technology plan you are ready to buy or lease a solution. Investment in IT solutions can turn out to be a very significant expense with poor returns if the wrong decisions are made. Citec will guide you through the whole procurement process or any part you need help with:

Specifications

Citec will draft technical specifications that are adequate for not only initial needs but any planned expansion and the projected life-cycle of the solution.

RFI, RFQ RFP

Request for information or registration of interest is a step you may wish to start with if you don't have a particular solution in mind. Request for quote or request for proposal is the next step when you have short-listed suppliers and solutions and finalised your specifications.

Selection

Citec can help you to sort through vendor proposals, comparing technical details, support warranties and vendor track records.

SLA

When you have made a decision on a vendor's solution Citec can help you ensure that you have a satisfactory Service Level Agreement or

support contract in place.

Project Management

Implementing an information technology solution can be very disruptive and costly to any organisation. Citec can supply an experienced project manager to ensure that disruption is minimised, implementation is on time and within budget.

For information on other Citec services please visit <http://www.citec.biz> or re-

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