**Nonprofit Software Prioritization Worksheet**

**Instructions:** Complete this worksheet to rank each software system you evaluated in your software selection process. Compare each completed software evaluation worksheet for your shortlist options with your internal needs assessment responses and rank each software option based on how well it matches your needs and expectations for each listed element.

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| --- | --- | --- | --- | --- | --- |
|  | **Element** | **Weight** | **Software Option #1** | **Software Option #2** | **Software Option #3** |
| Rank each software profile by how well it it scores on a 0 to 5 scale for each element (5 represents the best fit) and tally the total score for each software option below. | | |
| 1 | **Customer Retention** | 5 |  |  |  |
| 2 | **Customer Experience** | 5 |  |  |  |
| 3 | **Need-to-Have Features** | 5 |  |  |  |
| 4 | **Nice-to-Have Features** | 5 |  |  |  |
| 5 | **Scalability and Flexibility** | 5 |  |  |  |
| 6 | **Implementation** | 5 |  |  |  |
| 7 | **Ongoing Support** | 5 |  |  |  |
| 8 | **Training** | 5 |  |  |  |
| 9 | **Return on Investment** | 5 |  |  |  |
| 10 | **Other** | 5 |  |  |  |
| **Total Score** | | 50 |  |  |  |

**Note:** This worksheet assumes equal weight for each element (i.e. that each element is as important as the next). In reality, this is likely not the case. It is recommended that you weight each element according to its priority in your search.