

# Choosing a Firm

Rate the firm on the questions asked. Leave notes to the side if needed. At the end leave some overall comments about the firm.

Firm \_\_\_\_\_ Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## When Looking At A Firm

### 1. Do they have a portfolio showing projects with similar goals to your project?

*Not all companies have everything on their online portfolio. Ask them if they have anything close to your project. If they don't it might be a deciding factor.*

Yes

No

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### 2. Are they experienced in multiple industries/versatile but they work in your field

*Most companies focus in a few different industries. Try to finding someone that is versatile but has done work in your field. The mix works to your advantage.*

Yes

No

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# When Talking To Firm

## 1. Do they listen to your ideas?

*When you were discussing the project did you feel like they were listening and let you finish your thought.*

*Yes*

*No*

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## 2. Do they have their own ideas?

*You want a company that is going to do what you want but you want them to also have their own ideas. They are experts so sometimes there are better ways to do things that you want to know about.*

*Yes*

*No*

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## 3. What is their process or approach to solving a problem?

*Ask the firm their process. They should be able to explain this quickly and walk you through what they do.*

*Yes*

*No*

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## 4. Ask to meet the team or who is going to be working on the project.

*If you are wanting to work with someone local ask to meet with the people you are going to be working with.*

*Yes*

*No*

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**5. Is there a plan to measure results of the projects success after launch?**

*How does the firm plan on figure out if the product launch was successful, do they have a current process for this in place?*

*Yes*

*No*

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**6. What does the firm hand over at launch? Who has ownership or exclusivity?**

*What files, code depots do you get access to after? Do you own everything or are you sharing ownership with the firm?*

*Yes*

*No*

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**7. How often are they on track and launch on time?**

*It's okay to ask. They should have a quick response to the question. You need to know how realistic launching on a certain date is.*

*Yes*

*No*

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**8. Are they available to start within your timeline?**

*Are they going to be able to work you in to fit in your timeline?*

*Yes*

*No*

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**9. How expensive are they?**

*Dirty cheap is not always the best. Quality, ease of mind, and paying for someone to do it right the first time.*

*Yes*

*No*

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**10. How are changes handled during the timeline?**

*If you change your mind on how something is done and that save or use more time. How is that treated. Is another scope written up? Do they just change the current one?*

*Yes*

*No*

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**11. How are changes handled during the timeline?**

*If you change your mind on how something is done and that save or use more time. How is that treated. Is another scope written up? Do they just change the current one?*

*Yes*

*No*

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**12. Do they provide support after the product is built and launched?**

*Some firms want to keep customers and will work on updates after launch. Others just build and launch the product.*

*Yes*

*No*

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## Overall Treatment

*Overall how were you treated and did their answers align with what you think is going to make your product launch the easiest.*

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