Early Education Business: Software Success

Needs Evaluation

- What manual process are taking time from your day?
- What areas do you need to automate or need software simplification?
- How comfortable are you with computers and technology
- What price range can your budget support?

Software Evaluation

- What software is available to meet your needs?
- Will you require more than one software?
- How does the software integrate with existing software you use or expect to use?
- Level of technical skills (you and your staff)
- Onsite or virtual implementation and training support?
- Quality/Availability of User Support Tools

Set a timeline

- What is your deadline for implementation?
- Break your implementation into reasonable steps
- Make sure your current system is current and up to date
- Take advantage of any data transfer options available to reduce data entry time and errors.
- Familiarize yourself with configuration and set-up functions
- Communicate regularly with key users

Implement

- Don't move on to next step until comfortable
- Don't implement too quickly or set expectations too high
- Possibly start with Employee Data Management
- Communicate implementation stages with staff and families
- Be flexible
- Celebrate the wins!

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