

SOFTWARE WASTE ASSESSMENT CHECKLIST

Software Name:	Date of Inspection: [yyyy/mm/dd]
Inspector Name:	

1. Alignment with Business Goals:		
1	You haven't identified key performance indicators (KPIs) to measure the software's impact	<input type="checkbox"/>
2	The software does not address your company's specific pain points and strategic objectives.	<input type="checkbox"/>
3	It will not help you achieve measurable improvements in key performance indicators (KPIs).	<input type="checkbox"/>
4	It does not support your long-term growth and scalability plans.	<input type="checkbox"/>
2. Essential Features:		
5	The software lacks the core functionalities you need to improve efficiency, productivity, or customer satisfaction.	<input type="checkbox"/>
6	There are missing features that would require significant customization or workarounds.	<input type="checkbox"/>
7	The software does not offer any unique or innovative features that could give you a competitive advantage.	<input type="checkbox"/>
3. Scalability:		
8	The software cannot grow with your business and accommodate increased users or expanded operations.	<input type="checkbox"/>
9	It does not offer flexible pricing plans that can adapt to your changing needs.	<input type="checkbox"/>
10	The software's architecture is not designed to handle future growth and technological advancements.	<input type="checkbox"/>
4. Integration Capabilities:		
11	The software will not integrate smoothly with your existing systems and tools.	<input type="checkbox"/>
12	It does not support data exchange with other critical applications in your technology stack.	<input type="checkbox"/>
13	There are potential compatibility issues that could hinder integration.	<input type="checkbox"/>
14	There are restricted payment options available	<input type="checkbox"/>
5. User-Friendliness		
15	The software is not intuitive and easy for your employees to learn and use effectively.	<input type="checkbox"/>
16	It does not offer a user-friendly interface and clear navigation.	<input type="checkbox"/>
17	There are no comprehensive documentation and training resources available.	<input type="checkbox"/>
6. Implementation and Support:		
18	The execution technical team lacks a proven track record and the necessary expertise to ensure a smooth transition.	<input type="checkbox"/>
19	There is no clear implementation plan with timelines and milestones.	<input type="checkbox"/>
20	There are additional fees for ongoing support or maintenance.	<input type="checkbox"/>
21	There is a lack of support offered during and after implementation (e.g., training, troubleshooting, updates).	<input type="checkbox"/>
7. Total Cost of Ownership (TCO):		
22	You have not considered all costs, including licensing, implementation, training, and ongoing maintenance.	<input type="checkbox"/>
23	There are hidden fees for upgrades, support, or customization.	<input type="checkbox"/>

24	You have not compared the TCO of this software with alternative solutions.	<input type="checkbox"/>
8. Return on Investment (ROI) Potential:		
25	Based on the software's features and your expected benefits, there is no clear path to a positive ROI.	<input type="checkbox"/>
26	You have not identified specific metrics to measure the software's impact on your business.	<input type="checkbox"/>
27	You cannot quantify the potential cost savings or revenue increases resulting from the software.	<input type="checkbox"/>
9. Team Competency:		
28	You do not have the internal resources and expertise to effectively manage and utilize the software.	<input type="checkbox"/>
29	The software vendor is not willing to provide training and support to your team.	<input type="checkbox"/>
30	You will need to hire additional staff or provide extensive training to your existing team.	<input type="checkbox"/>
10. Hidden & Opportunity Costs:		
31	There are potential hidden costs, such as customization fees, integration expenses, or data migration charges.	<input type="checkbox"/>
32	You have not factored in the cost of employee training and potential productivity disruptions during implementation.	<input type="checkbox"/>
33	There are potential costs associated with switching to a different software provider in the future.	<input type="checkbox"/>
34	By choosing this software, you are missing out on other potentially more valuable solutions.	<input type="checkbox"/>
35	You have not thoroughly researched and compared alternative options in the market.	<input type="checkbox"/>
36	Investing in a different area of your business could yield a higher ROI.	<input type="checkbox"/>
		Total Point: 100.0%
Inspector Signature:		Date/Time of Inspection Completion:
RESULT STATEMENT: Absolutely Not A Waste		
<small>(Benchmark: Total Point >=80%: Absolutely Not A Waste; >=60%: Partially Not A Waste; <60%: Consider Software A Waste)</small>		