

## FIVE TIPS

# NEED A BUSINESS CASE?

## READ THESE TIPS ABOUT WHAT IT TAKES WHEN PLANNING A MOVE TO CLOUD SERVICES.

Transforming to cloud services doesn't just impact IT. It also affects staff, as well as several external stakeholders. Depending on your industry, cloud services can also impact the daily lives of customers and subcontractors. When planning a change, don't just think about how you're going to make it happen, technically, but also consider the point of view of all the stakeholders who are likely to be impacted by the new service. Here are a few of our customers' tips and things to consider when you start building a business case.

### 1. CHECK YOUR ORGANISATION'S STATE

In addition to having the right technical plans in place, your company also needs to have the desire and readiness for change. Find out as much as possible about your current situation and the need for change. Also explain the long-term objective of the change is it your goal, for example, to improve the customer experience, improve the efficiency of everyday routines, to save money or to improve payment cycle times? When everyone understands the end goal it's a lot easier to start building out a detailed plan. Be sure to outline the economic benefits, clearly and using concrete numbers - an experienced service provider can help here!

### 2. MANAGEMENT SUPPORT

The benefits of moving to the cloud are undeniable, but it is a big change and many people need to be involved

to support and execute this change. Getting buy-in from management is paramount. Ensure management support is already there before starting the project and use concrete numbers. When you make your proposal to management ensure you state who the project sponsor and manager will be, how you will keep stakeholders up to date and how you expect management to support you along the way. This is how you sell the project to them and reassure them.

### 3. BOOK TIME

Taking the time to spend on careful planning at the beginning of the project pays dividends later. You should listen to expert tips and perspectives at an early stage. Ensure you have enough time to pre-engage and prepare people and think about everyone who needs to be involved to ensure a successful project. Build a project team with key stakeholders from different business areas and involve them as early as possible in the design phase. That's how you get to very start of a realistic plan and ensure you can take all stakeholders' considerations into account.

### 4. THE END-USERS

Identify the groups who will be using the service in the end. Be sure to take their needs into account and include representatives in your planning. Involve end-users in the project gradually so that they're aware of the future changes and feel motivated

to change. Provide end-users with tangible information about the benefits of the service and how, when and why it will impact their lives in a positive way. Offer practical examples for users and give them tangible information - for example, provide screenshots of what it will look like. Identify who is responsible for training end-users and communicating the plan to them during the project.

### 5. ASK YOUR SUPPORT NETWORK

When you're starting to plan the change, don't do it alone. Taking a look at existing benchmarks from other companies and speaking with them may help you identify lessons that others have already learned. Many companies have already moved to cloud services and you might find it helpful to identify a partner to discuss this with. You can also benefit from collecting and listening to the experiences of people outside your own business! Talk directly to those who have been involved in projects like this in the past, or see the solution in action today. Basware will be happy to help you build your business case. Contact us early in the process so we can help you move forward and ensure the change can go ahead as smoothly as possible. Basware events and webinars are also a great opportunity to network and gain experience from companies in different sectors who have already started using cloud services. Take a look at our upcoming events and sign up for one that suits you.

## ABOUT BASWARE

Basware is the global leader in providing purchase-to-pay solutions, e-invoicing and innovative financing services. Basware's commerce and financing network connects businesses around the globe. As the largest open business network in the world, Basware provides scale and reach for organizations of all sizes, enabling them to grow their business and unlock value across their operations by simplifying and streamlining financial processes. Small and large companies around the world achieve significant cost savings, more flexible payment terms, greater efficiencies and closer relationships with their suppliers.

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