

## Software Choice Worksheet

Below is a worksheet you can use to help you look at the TCO, strategic value, and mission-based philosophy of proprietary vs. FOSS vs. web-hosted system. (A note - “software as a service” includes services such as Salesforce, Google Apps or Kintera.)

	Proprietary Solution	FOSS Solution	Software as a Service
TCO Considerations	Actual Costs	Actual Costs	Actual Costs
Software Costs			
Hardware Costs			
Installation Cost			
Web Setup Fee			
Customization Costs			
Annual Fees			
API access Fees			
Training and Documentation			
Upgrade Costs			
Support Staff Time			
Costs of security monitoring/updates			
Other costs:			
<i>Total Cost</i>			

Strategic Value Considerations	Score - 1 is least possible/important, 5 is most possible/important	Score - 1 is least possible/important, 5 is most possible/important	Score - 1 is least possible/important, 5 is most possible/important
Ability to modify to fit organizational needs			
Control of Data			
Data and server security			
Control of Software upgrades			
Interoperability and open standards			
Ease of migration			
Ability to release modifications to other like organizations			
Creation of support networks			
Possibility of creating ongoing relationships with developers that will increase value			
Accessibility			
Other strategic value:			
<i>Total Score</i>			

Mission-based Philosophical Considerations	Score 1 - FOSS philosophy and Org. Philosophy are not related, 5 - FOSS philosophy and Org. philosophy closely match	Score 1 - FOSS philosophy and Org. Philosophy are not related, 5 - FOSS philosophy and Org. philosophy closely match	Score 1 - FOSS philosophy and Org. Philosophy are not related, 5 - FOSS philosophy and Org. philosophy closely match
Open access to information			
Community-owned solutions			
Economic justice			
Environmental concerns			
Educational or personal empowerment			
Other Philosophical issues:			
<i>Total Score</i>			
<i>Summary (TCO and strategic value + philosophical scores)</i>			