

MEETING YOUR DATABASE NEEDS - WORKSHEET

STEP ONE - Rank the following database attributes in terms of importance for your organization, using the following process.

1. Identify the SIX MOST IMPORTANT attributes. Place a checkbox in the Most Important column for each.
2. Identify the SIX NEXT MOST IMPORTANT attributes. Place a checkbox in the Moderately Important column for each.
3. Identify the SIX LEAST IMPORTANT attributes. Place a checkbox in the Least Important column for each.

Attribute	Most Important	Moderately Important	Least Important
Adding and tracking donations			
Managing Donor information			
Prospecting and Proposals			
Permissions			
Mail-merging letters			
Emailing			
Querying			
Reporting			
Payment and Website Integration			
Tracking Events			
Tracking other interactions			
Customization			
Integration			
Accounting Support			
Ease of Use			
Extent of Support and Training			
Ease of Installation and Maintenance			
Product Background (company stability)			

STEP TWO - After completing the worksheet, view each attribute on the CHART OF RECOMMENDATIONS.

1. For your top six attributes, place a check on those that are rated excellent.
2. For your next six most important attributes, place an x on those that are rated excellent.
3. Identify the columns that have the most checks and the most x's. Consider these systems first for your data management needs.