



SAUCE'S GUIDE TO EVALUATING DIGITAL TOOLS

TOOL NAME & USES

What is the name of the software and what are the main features it offers that interest you?

PROBLEMS

What problem will this software/tool solve and why do you need it?

EXISTING TOOLS

Will this software/tool be replacing an existing one or will it need to integrate with a pre-existing software/tool already used by your team?

TEAM MEMBER USE

How many and what team members will use this software/tool and how?

TOOL REQUIREMENTS

Does the software/tool require additional software/tools to work? How many users does it require to work?

COST

How much does this software/tool cost? Will you be charged per month, per year, or per user account?