

Translation Business Management Software Requirements & Priorities Checklist

Criterion	Priority	OTM	Alt 1	Alt 2	Alt 3
Secure data transmission		yes			
Location-independent access, multi-site		Internet			
Client access/ communication		e-mail, web			
Client records management		yes			
Integrated client rate lists for costing		yes			
Contract, NDA & document management		yes			
Client risk management/ Credit limit		yes			
Resource access/ communication		e-mail, web			
Resource records management		yes			
Integrated resource rate lists for costing		partial			
Profit margin control		yes			
Legal compliance & best practice		yes			
DIN EN 15038 certified Software		yes			
Schedule management		yes			
Status reminders/ warnings		yes			
Multi-user PM and admin access		yes			
Multiple currency support		yes			
Multilingual, customizable communications (quotation, invoices, e-mails, etc.)		yes			
Project e-mail integration		yes			
Project archiving		yes			
Project document version control		yes			
Automated backups		yes			
Data export/ migration functions		yes			
Free trial period		1 month			
Annual upgrade/ update costs		included			
Hardware costs		none			
Server administration (staff) necessary		no			
Transparent, predictable total costs (TCO)		yes			
First year investment (minimum)		€ 2880			
Time to recoup investment (ROI)		immediate			
Software as a service		yes			
Personal support at no cost		yes			
Referral marketing (free month(s) of use)		yes			

Notes: