

CATEGORY WEIGHT	CATEGORIES/CRITERIA	CRIT. WEIGHT	POINTS (0-4)	SCORE
General Characteristics				
45%	Cloud/hosted (i.e. SaaS)	4%	X	=
	Not menu driven, simplified navigation	4%	X	=
	Dashboards (e.g. KRIs, etc.)	4%	X	=
	Ease of reporting (i.e. charts and graphs)	4%	X	=
	Customizable reports	2%	X	=
	Easily import/export data	4%	X	=
	Ability to export findings	3%	X	=
	Out-of-the-box modules	4%	X	=
	Audit planning and scheduling	5%	X	=
	Manage external audit requests/documentation (i.e. SOC, PWC, etc)	5%	X	=
	Prepackaged controls (e.g. ISO, IIA, COSO, NIST, FFIEC, etc.)	2%	X	=
	Ease of granting access to the Business for evidence requests	4%	X	=
General Characteristics Subtotal		45%		

Technical Requirements & Interoperability				
23%	Supported devices & platforms (e.g. multiple browsers, Windows/Mac, mobile)	3%	X	=
	Minimal end user hardware & software requirements	3%	X	=
	Scalability	3%	X	=
	Redundancy, history of outages, contractual SLAs	4%	X	=
	Configurable user interface (i.e. navigation, menus, labels)	3%	X	=
	Configurable style & design (i.e. branding, colors, themes)	2%	X	=
	Accessibility features & support (i.e. ADA compliant)	1%	X	=
	Data integration (i.e. Outlook, iCal, RSS feeds, etc.)	4%	X	=
Technical Requirements & Interoperability Subtotal		23%		

Implementation & Support				
15%	In-house/outsourced developer skills not required	1%	X	=
	In-house/outsourced designer skills not required	1%	X	=
	Documentation	4%	X	=
	Training	3%	X	=
	Community support available	1%	X	=
	Support availability & cost	5%	X	=
Implementation & Support Subtotal		15%		

CATEGORY WEIGHT	CATEGORIES/CRITERIA	CRIT. WEIGHT	POINTS (0-4)	SCORE
Security				
15%	Authentication capabilities (i.e. MFA, SSO, etc.)	4%	X	=
	Data encryption in transit	2%	X	=
	Data encryption at rest	2%	X	=
	Data availability/accessibility during off-boarding	2%	X	=
	User-role-based security	2%	X	=
	Contractually obligated incident notifications	1%	X	=
	SOC report availability	1%	X	=
	Prepackaged vendor management documentation	1%	X	=
	Security Subtotal	15%		
Other				
2%	External auditor access	1%	X	=
	Unlimited stakeholder access	1%	X	=
	Other Subtotal	2%		
100%	TOTAL	100%		