Test sheet for the selection of an ICT provider

Compare the pre-test of service, ability, risks, replaceability and document access.

Legal entity, function and scope

Determine the date, performance and role of responsibility with the own verification identifier.

Compare residual risk

Evaluate the occurrence and impact of each scenario before and after the treatment, on the same internal scale.

What facts and evidence do the decision bear?

Select the information relevant to your criterion. Note version, location and reference to your own process for each document.

Own decision and open order

The selection decision can be understood by proven risk factors, alternatives and effective conditionality.

Transfer the sample case to the own holding

Two providers meet the SLA. One does not provide data on the sub-service for restart.

Example check	Documented status
Scale Contract, location, functional reference and residual value are occupied per provider.	
Observation The less expensive provider cannot evaluate the replacement.	
Reasoned follow-up	Secure the missing information before release and check the instructed remedy and alternative.

Keeping your own deviation and expected effect

What acceptance changes your decision? Determine which own sample and what proof clarify the open question.

Connect test documents, findings and acceptance

Link each sample with a unique identifier. In case of a different activity, replace the criterion by the test position relevant to your job.

Check functional criticality and foreseeable preconditions

Art. 28 para. 4 (a?b) · Check the order of legal examination, decision and signature.

Observation and evidence

Specify the observed result, location and status.

Complete due diligence and conflicts of interest

Art. 28 para. 4 para. d?e · Check a supplier change with economic connection to the decision maker.

Observation and evidence

Specify the observed result, location and status.

Correction, follow-up date and release

Determine the finding, the correction responsible, the post-test and the decision with date.