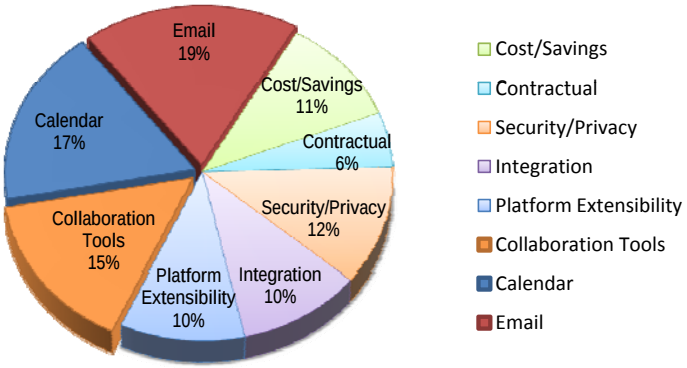
Email Evaluation questions

	Weight
Email	**18.8%**
1.1 Acceptance/Adoption	
1.2 Choice of access (desktop v. web-client)	
1.3 Ease of Use / Familiarity	
1.4 Functionality & Features -- Proxy Access, Mail Merge, etc.	
1.5 Interoperability/integratability	
1.6 Mobile Device Support/Compatibility	
1.7 Offline access	
1.8 On-premises option	
1.9 Fosters paradigm shift -- sharing v. sending, etc.	
Calendar	**17.4%**
2.1 Acceptance/Adoption	
2.2 Choice of access (desktop v. web-client)	
2.3 Ease of Use / Familiarity	
2.4 Functionality & Features -- viewability, sharing, etc.	
2.5 Interoperability/integratability	
2.6 Mobile Device Support/Compatibility	
2.7 Offline Access	
2.8 On-premises option	
2.9 Fosters paradigm shift -- sharing v. sending, etc.	
Collaboration Tools	**15.2%**
3.1 Acceptance/Adoption	
3.2 Ease of Use / Familiarity	
3.3 facilitates collaborative paradigm shift -- video telecomm, workgroups, non-email document dissemination	
3.4 Functionality & Features -- docs, sites, groups, etc.	
3.5 Interoperability/integratability -- "Seamless" S: drive-like functionality, etc.	
3.6 Mobile Device Support/Compatibility	
3.7 Offline/local/desktop option	
3.8 on premise	
3.9 System Administration -- self-service v. sys admin setup, etc.	
3.10 Telecomm / Messaging / Teleconference	



	Weight
Platform Extensibility (via 3rd-party or custom apps)	**10.4%**
4.1 Application Development Platform	
4.2 Asset/Resource Scheduling/Management	
4.3 Business Intelligence / Enterprise Reporting	
4.4 Document/Knowledge/Content Management	
4.5 Enterprise Search	
4.6 Intranet/Portal	
4.7 LMS	
4.8 Workflow	
4.9 Structured Data Capture / Management	
4.10 Surveys/Forms	
4.11 Telecomm / Messaging / Teleconference	
4.12 Ticket/Task/Project Management	
4.13 Other	
Admin/Cloud/Local Integration/Migration	**10.4%**
5.1 System Administration	
5.2 Authentication	
5.3 Cost of Migration	
5.4 Ease of Tools Development	
5.5 GroupWise Migration	
5.6 Integration with Collaboration Tools	
5.7 Mobile Integration	
5.8 On-Premise Integration	
5.9 Speed of Migration and Deployment	
5.10 Support of Migration and Deployment	
Security and Privacy	**11.6%**
6.1 Acceptable Use Policy (AUP)	
6.2 e-Discovery -- including cost	
6.3 Encryption of Data Store	
6.4 Location of Data	
6.5 Non-consensual Access to End-User Data	
Contractual	**5.4%**
7.1 Accessibility	
7.2 Account Suspension	
7.3 Data Management and Transfer	
7.4 Data Transfer upon Termination	
7.5 Defaults	
7.6 HIPAA/BAA	
7.7 Limitation of Liability	
7.8 Notification on Access	
7.9 Service Level Agreements	
Costs / Savings:	**10.8%**
8.1 Licenses	
8.2 Support	
8.3 Training	
8.4 Migration	