# The ultimate **cheatsheet** for **finding the right digital product development partner**

Aside from technical expectations, there are certain criteria you should look for when considering different software development partners.

After you go through these ten steps, you will have enough collected data to create a shortlist of potential partners and then do final negotiations with the companies in question.

Step 1: Define your strategic goals and desired business outcomes

➜ What is the business problem or opportunity?
➜ What do you want to accomplish?
➜ Who are the target users? What do you know about them?
➜ What are your long-term objectives?
➜ What are the KPIs that matter to you? How will you measure success?
➜ How does developing this software align with your broader business strategy?
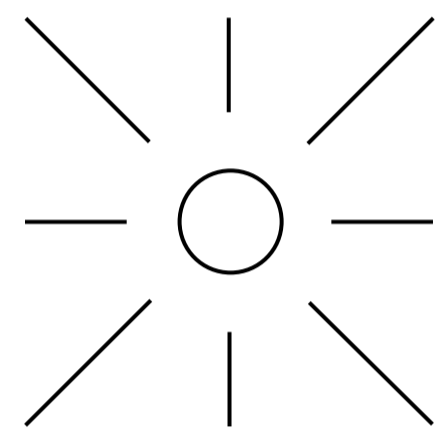
Step 2: Consider the right type and collaboration model

➜ What are the project's scope and objectives?
➜ What is your budget and timeline?
➜ What is the realistic availability of your in-house resources and expertise?
➜ Do you want your internal team to work on this project actively?
➜ How important is it for you to have control and oversight? How involved
➜ do you want to be in day-to-day activities?
    What type of relationship do you want to build with the external partner?
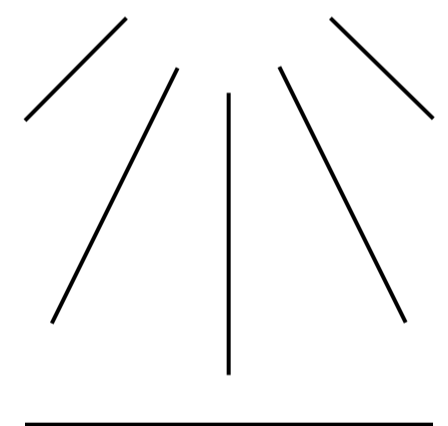
Step 3: Create a list of potential vendors

➜ What is the vendor's track record and reputation?
➜ What is the vendor's expertise and technology stack?
➜ How does the vendor approach project management and client communication?
➜ Where is the vendor located?
➜ What is the vendor's approach to security and data privacy

vegaIT
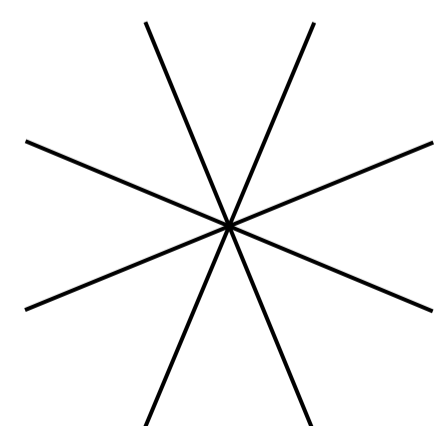
Step 4: Compare your potential partners

➔ How do these partners compare in terms of domain experience?
➔ What are their portfolios?
➔ How do their successful projects compare to one another?
➔ What is their business model?
➔ Are they transparent in terms of how they approach quality assurance and testing?
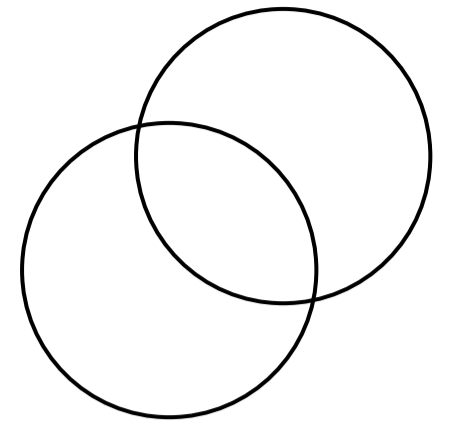
Step 5: Schedule introduction calls

➔ How quickly did they respond to your inquiry?
➔ How fast were you able to schedule a call?
➔ Were the potential partners accommodating when it comes to your time zone and schedule?
➔ How professional was their communication from the first touchpoint?
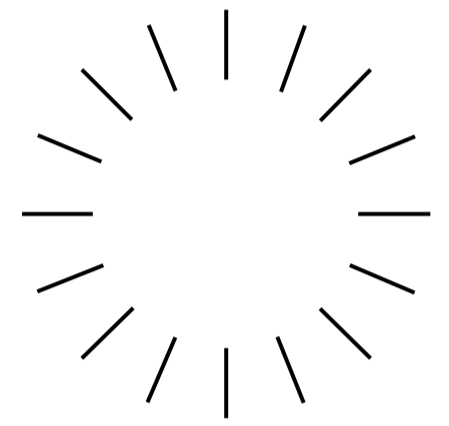
Step 6: Check to see if your potential partner has your business domain expertise

➔ Ask your potential partner for project examples/case studies from your industry.
➔ Ask about their technology stack and expertise.
➔ Ask the partner how they understand your business and its challenges.
➔ Ask them how they stay up to date when it comes to industry trends or newly formed best practices.
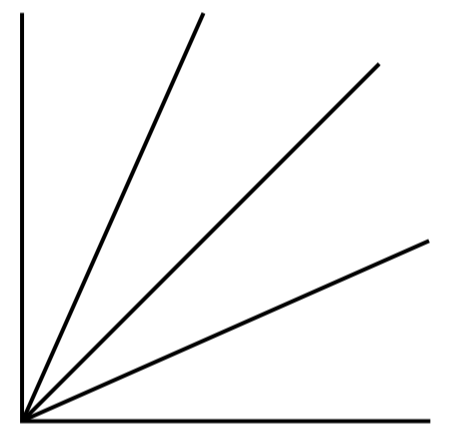
Step 7: Ask for references from previous clients

➔ When doing a reference check, ask them about the type of project they worked on, as well as the project's objectives and results.
➔ Ask their references about how the vendor handled communication and collaboration throughout the project.
➔ Ask about blockers and challenges, as well as the way vendors solved their problems during the project.
➔ Ask if the vendor delivered the project on time and within the budget.
➔ Ask about the strengths and weaknesses of the partner.

vega IT
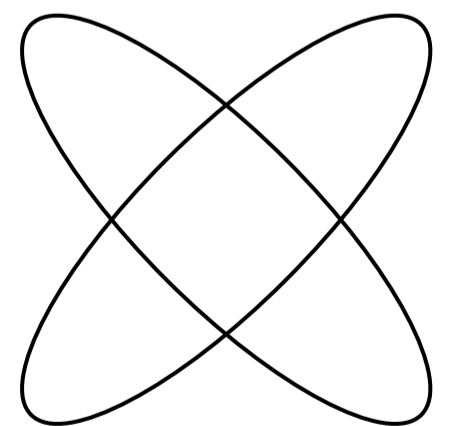
Step 8 : Verify the potential partner's security and privacy policy, as well as certifications and accreditations

➜ What security measures and policies are in place to protect client data?
➜ Has the vendor obtained any relevant security certifications or accreditations?
➜ How does the vendor ensure compliance with necessary regulations, such as the GDPR, HIPAA, or CCPA?
➜ Can the vendor provide examples of past security breaches and how they were addressed?
➜ Does the vendor conduct regular security audits and vulnerability assessments?
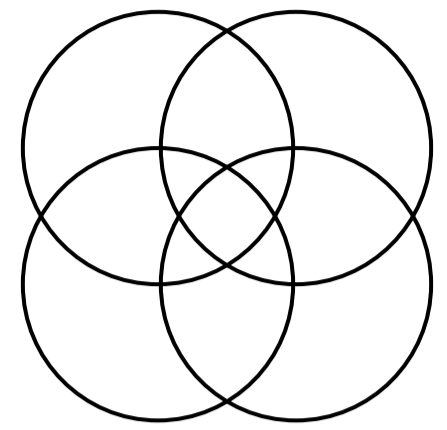
Step 9: Check their pricing model and payment terms

➜ What is the vendor's pricing model? Is it a fixed-price model, time and materials, or something else?
➜ Can they break the pricing components down?
➜ What are payment terms? Any initial deposits, milestone payments?
➜ Are there any additional costs that are implied but not explicitly communicated?
➜ What is the vendor's policy on contract modifications?
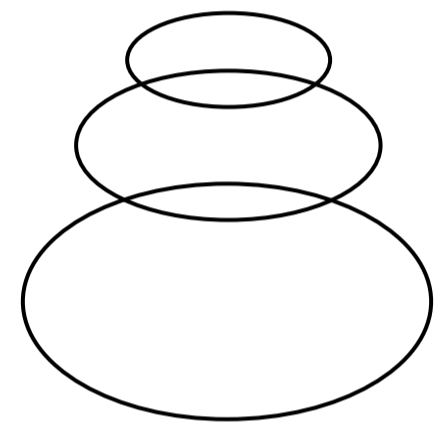
Step 10: Establish clear goals and set milestones

➜ What are the key objectives of this project?
➜ What are the expected deliverables and milestones for this project?
➜ What are the success criteria for each milestone?
➜ How will you measure outcomes?
➜ What KPIs will we be tracking? Is it timeline adherence, budget compliance, quality metrics, user satisfaction scores, or something else?
➜ How will status updates be provided?
➜ What is the frequency of reporting on progress?
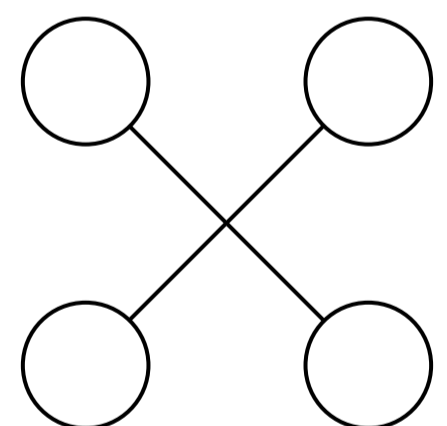
Find a reliable digital product development partner

Targeted to meet your business goals. Tailored to your specific desires. Designed to scale up or down as your company's requirements change. That's the Vega IT way.

Contact us for a discovery call. We're always happy to hear from you.

vega IT

vegaitglobal.com