CHECK-LIST FOR HIRING A CONSULTANT

- Can the project be done internally?
  - What skills does the project need?
  - Do you have these skills in-house?
  - Do you have adequate resource in-house?
  - What internal resources must work on the project?

- Hire a contractor, consultant or new employee?
  - Does this type of work recur often?
  - Is it a specialised project?
  - Does it require detailed knowledge of your company?
  - What are the costs / benefits of hiring a new person?
  - Is this work operational (contractor) or one-off (consultant)?

- What are the project requirements?
  - Perform a MoSCoW analysis on each requirement.
  - Project constraints (timing, budget etc...).
  - Do you have the expertise to know how best to approach the project?
  - If a large project, write an RFI and use responses to help your understanding.
  - How will skills / knowledge transfer happen?
  - How will hand-over and exit actually happen?
  - How can PR / case-studies be generated?
  - Confidentiality & non-disclosure agreements.
  - Intellectual property: owned by you.

- What are the governance requirements?
  - Stakeholders, Project Manager, Business Owner?
  - Communication
  - How should changes be authorised?
  - How will risks be managed?
  - Progress reports & Milestones.

- How will you select the best consultancy?
  - Have weighted criteria for selection in a spreadsheet.
  - Ensure you meet consultants face-to-face: assess trust & competence.
  - Get and check references.
  - Ensure consultant grades, skills & rates are realistic.
  - Ensure professional liability insurance.

- Negotiations & Payments
  - Payments in arrears not advance.
  - Risk / Reward if you have a good relationship already.
  - Time & materials or fixed fee?
  - Performance bonuses?

- Contracts and Controls
  - Measure success to trigger payments.
  - What if things go wrong?
  - Penalty payments.
  - Early termination conditions?