

Evaluation Criteria Overview for Technology Pilot Program

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Evaluation Criteria Overview for the Technology Pilot Program

Introduction

This document outlines the evaluation criteria for the technology pilot program aimed at assessing potential technologies for our organization. The criteria are designed to ensure a comprehensive assessment process.

Evaluation Criteria

1. Technical Feasibility

Assessment of whether the technology can be successfully implemented within existing systems.

2. Cost-Effectiveness

Evaluation of the total cost of ownership versus expected benefits over time.

3. User Acceptance

Measurement of how well the technology meets user needs and fosters adoption.

4. Scalability

Analysis of whether the technology can grow and adapt with the organization.

5. Compliance and Security

Ensuring that the technology adheres to industry standards and regulations.

Conclusion

The evaluation criteria outlined above will guide our assessment of each proposal submitted for the technology pilot program. We look forward to your participation and valuable insights throughout this process.

Best regards,
[Your Name]
[Your Position]
[Your Organization]