

# **Setting Up Your CRM Checklist**



#### **CRM Platform Selection**

Have you tested 3 different options for your CRM?

Which was your favourite and why?

*Is it easy and intuitive to set up?* 

*Is it easy to use on a daily basis?* 

Were you given a comprehensive overview of functionality?

Was this tailored to your specific use case or generic?

Will it scale and grow with your business requirements?

Does it allow you to develop a connected system?

Can you integrate your email and calendars? i.e Office365 / Google

Does it allow you to report and measure your key metrics?

## **Data Import & Management**

Does it allow you to import existing data?

Have you cleaned your data prior to importing it, so you are starting with good quality data?

How many records are you importing?

Do you get charged per 1000 records?

Can you segment your audiences into lists?

Is their a limit on email sends per month?

Do you have a source of live data connected to your CRM i.e ZoomInfo

What tools do you use for reporting?

Do you use any dashboard software?

## Functionality - What tools do you need?

# **Marketing Tools**

Landing page tools?

Email Marketing tools?

Social Media Management tools?

Paid Ad Tools?

Marketing Automation & Workflow tools?

#### **Sales Tools**

Sales Pipeline?
Task Management?
Meeting Management?
Sales Email Sequence Automation?

# **Support & Service Tools**

Customer Support Tickets? Feedback surveys? Knowledgebase?

### **Website Tools**

Can you host your website on the system? Can you host a blog? Do you have SEO tools? Do you use website analytics? Chat Bot / Live Chat tools?