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# Your outsourcing checklist:

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- Which fields should/can be outsourced to a third party?
  - Define core areas and competences.
- What is the objective of the outsourcing plan?
  - Identify the potential for cost savings.
- What is the timeline for your outsourcing project?
- Define selection criteria for the new service providers, contractors and/or manufacturing partners.
- Analyse costs associated with your company's outsourcing plan.
- Check the legal and concrete consequences for employment relationships:
  - Transfer of a business (part)
  - Hiring-out staff, secondment
  - Information of and cooperation with employee representatives
  - Consideration of cross-border matters
- Evaluate measures.