

Defining the Landscape		
* Open brainstorm format		
	<u>Pain Points</u>	<u>Opportunities</u>
My Job		
My Department		
My Organization		

Estimate the Value

- * Log all items for consideration
- * Assess each item for potential value to your organization, your department, yourself
- * Consider your organization's mission and/or strategic plan; how does the change support those goals?
- * For items that incorporate business process efficiencies, try to estimate time/dollars saved after the implementation
- * Will this item achieve specific department goals or objectives?

Item


Business Value

1.		
2.		
3.		
4.		
5.		

Assess the Impact

- * Log all items for consideration
- * Assess the impact of the change to your organization, your department, yourself
- * Consider the impact both during and after the change.

	<u>Item</u>	<u>Who</u>	<u>What Systems</u>	<u>What Workflows</u>	<u>What Reports/Analytics (Historical and Real-Time)</u>
1.					
2.					
3.					
4.					
5.					

More Important Than				
<ul style="list-style-type: none">* Log all items for consideration on post-it notes* Place a single post-it (any) in the middle square* Select second post-it; ask "Is this more or less important than..." for each item; place accordingly* Continue questioning and shifting each item, until the priority order has been determined (Use a wall or desk if you have many items)				
<u>Less</u>		<u>More</u>		
				

MoSCoW					
<p>Must have, Should have, Could have, Won't have</p> <ul style="list-style-type: none"> *Take a single change item from your prioritized list *List all possible features of that single change item *Assign the feature to a single M, S, C or W column *Repeat as needed with additional change items * "M" items represent your minimum viable product feature set 					
Change Item:					
	<u>Features</u>	<u>M</u>	<u>S</u>	<u>C</u>	<u>W</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Goal/Question Metrics

- * Log your project goal statement
- * List all questions that would need to be answered for successful completion of that goal
- * Note if the question requires an objective or subjective measurement metric; if subjective, create the value spectrum

	<u>Goal</u>	<u>Question</u>	Metrics
1.			
2.			
3.			
4.			
5.			

Planner
* Take a single task or project * Complete the worksheet with planning details for that task/project
<u>Task/Project</u>
<u>Business Value</u>
<u>Definition of Done/Success Statement</u>
<u>Metrics Before/After</u>
<u>Resources Needed</u>
<i>Consider boots-on-the-ground, special skill needs and executive participation</i>
<u>Timeline/Budget</u>
<u>Next Steps</u>
<i>Can list project phases or immediate next actions. Be sure to include ownership of the task or phase, and a due date for next actions.</i>