

Our approach

Week 1: Current State Assessment

Purpose

Understand the current state processes, objectives, and needs

Key Activities

- Define/align project objectives
- interview key stakeholders and record current state
- Document current pain points
- Identify short and long-term needs

Deliverables

- Current state assessment

Week 2: Gap and Needs Analysis

Purpose

Design the future state, conduct gap analysis, and define requirements

Key Activities

- Capture future state strategy, use cases, and needs
- Compare with current state to identify gaps
- Define requirements and technical details

Deliverables

- Gap analysis matrix
- Needs and business requirements document

Week 3: Implementation Roadmap

Purpose

Define prioritized implementation roadmap

Key Activities

- Outline next steps & duration
- Document potential risks
- Develop implementation roadmap including communications and change management plan
- Conduct knowledge transfer

Deliverables

- Implementation strategy and roadmap
- Presentation materials for business socialization

Sample Conceptual Future State



