



5 Point Program

Step 1: Assess

To accurately assess your organization's progress, answer the following questions:

- Were you truly ready to start the project?
 - Were all of the project's constituents prepared?
 - Overall, was your organization ready?
- Are you operating with "the end in mind"?
 - Do you have line of sight for critical path transformation, with a clear plan of action between the starting point and the end goal?
 - If so, can you determine at which step(s) in the action plan your organization began to falter?
- Gather opinions from your team members, leaders, and even your vendors.

- What are the team dynamics, communication styles, strengths, and weaknesses of team members and leaders?
- Do the true strengths of your team members correlate to their individual responsibilities on this project?
- As a project sponsor or key stakeholder, where are you – physically, mentally, and emotionally?
 - Are you present and available in project operations?
 - Are you engaged, motivated, and focused?
 - Does everyone see that?
 - If not, what do they see?
 - How might your visibility and participation affect the motivation of your project teams or specific team members?
- In regard to this project, what areas has your organization succeeded in so far?
 - Why have these areas been more successful?
 - Are you and your team celebrating your successes?
- Do you have specific, objective measurements to indicate the health of the project?
 - How are you measuring the overall success of this project and each of its stages of development?
- What are the main goals of the project?
 - Have these goals been explicitly communicated to your teams?
 - Are all team members on board with what a successful project implementation will look like, and what that means for your organization?
 - Are the main goals of the project currently at risk?
- Who are the key players, and how are they held accountable to their responsibilities?
 - Rate their performance.

- How efficient are these teams or individuals?
- How is their time being managed and balanced with other responsibilities?
- What is the current process of communication?
 - When obstacles arise in the course of the project, how are they identified and remedied?

Step 2: Align

Using your answers from the questions in Step 1, organize your output into 3 key areas that outline your current state and the desired state of your business transformation project.

	Current State of Project	Desired State of Project
Overall Readiness		
Goals & Vision		
Governance		

Step 3: Accountability

Answer the following questions:

- If you have determined that the program ownership needs to be reabsorbed by your organization, what will this process look like?
- What new systems and structures will need to be put in place in order to take control of the project and achieve ownership?
- Will there be a new chain of command or, perhaps, a new system of communication and decision making?

Step 4: Achieve

Outline how you will achieve the goals you outlined in Step 3. Focus on how.

- How will you manage expectations and monitor performance?
- How will you engage and check in with key team members?

Step 5: Accomplish

- How will you proceed moving forward?
- How much time will you spend each day or week to evaluate your project status?

Questions? Contact Karen Norris at www.clearcoreinsights.com