



# 5-Point Program

If you'd like to dive deeper into the 5-Point Program and learn how to answer these critical questions, please check out our detailed blog on the process [HERE](#)

## Step 1: Assess

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

### **01 Were you truly ready to start the project?**

Were all of the project's constituents prepared?

Overall, was your organization ready?

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### **02 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?

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### **03 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?

**04****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?

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**05****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?

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**06****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?

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**07****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?

**08****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?

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**09****What is the current process of communication?**

When obstacles arise in the course of the project, how are they identified and remedied??

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## 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		
Goal & Vision		
Governance		

## Step 3: Accountability

Answer the following questions:

01

If you have determined that the program ownership needs to be reabsorbed by your organization, what will this process look like?

02

What new systems and structures will need to be put in place in order to take control of the project and achieve ownership?

03

Will there be a new chain of command or, perhaps, a new system of communication and decision making?

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## Step 4: Achieve

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

01

How will you manage expectations and monitor performance?

02

How will you engage and check in with key team members?

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## Step 5: Accomplish

01

How will you proceed moving forward?

02

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



## What's Next?

**Congratulations** on completing the 5-Point Program Worksheet! You've taken an important step toward setting your project up for success.

## Next Steps:

- Review your answers with your team and identify key gaps to address.
- Develop an action plan to align your organization and ensure a smooth go live.

## Need Expert Guidance?

Not sure how to turn these insights into action? Let's discuss your project in a personalized consultation.

Email Karen at [karen.norris@clearcoreinsights.com](mailto:karen.norris@clearcoreinsights.com)

## Additional Resources:

- Read our blog on the [5 Questions to Avoid Vendor Delays and Maximize ROI](#)
- Or learn more about the [5-Point Program](#)

*Follow our company for more insights or connect with Karen directly to discuss your project further!*



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