Our approach

Week 1: Current State Assessment

Week 2: Gap and Needs Analysis

Week 3: Implementation Roadmap

Purpose

Understand the current state processes, objectives, and needs

Purpose

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

Purpose

Define prioritized implementation roadmap

Key Activities

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

Key Activities

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

Key Activities

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

Deliverables

Current state assessment

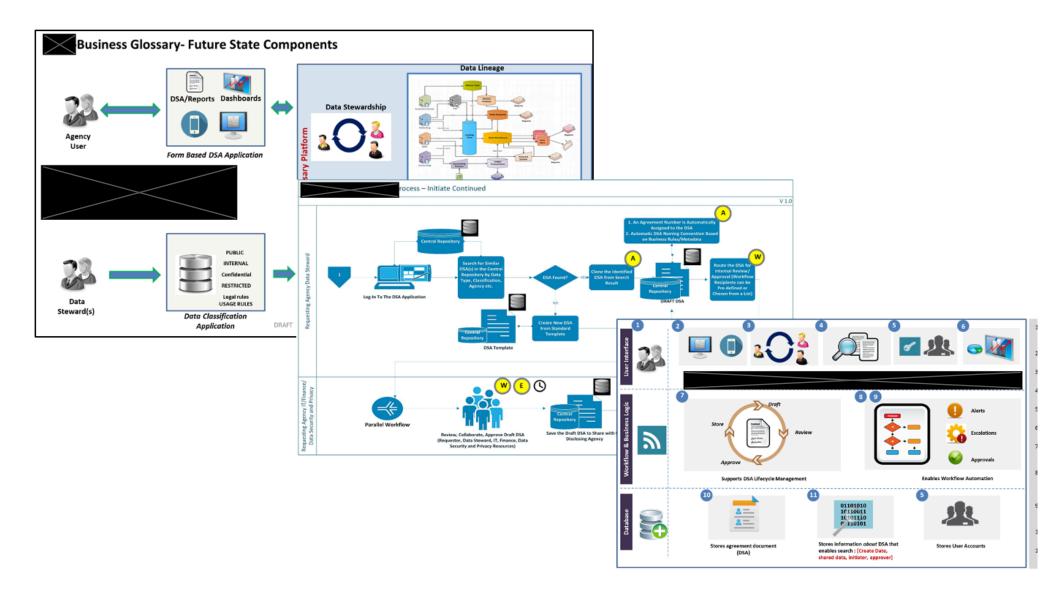
Deliverables

- Gap analysis matrix
- Needs and business requirements document

Deliverables

- Implementation strategy and roadmap
- Presentation materials for business socialization

Sample Conceptual Future State



Implementation Roadmap - Example

Activity	Week									
	1	2	3	4	5	6	7	8	9	10
Phase 1: Low Complexity and Quick Win Activities										
Add each [Redacted] [Process] to its posting on the [Redacted] site.										
Post [Organization] organizational charts online.										
Post [Organization] [Policy] online and maintain updated content.										
Post online in one page the specific [Organization] for each question type.										
Centralize storage of existing [Process]/[Redacted] information, policies, forms in a single website easily accessible to all [Teams] (or at least provide direct links to each document on same page).										
Phase 2: Moderate Complexity Activities										
Formalize informal agreements through official documentation.										
Establish cadence of monthly all-hands calls or in-person town hall meetings with [Org] representatives and post meeting minutes online.										
Transfer responsibility of [System] [Process] from [Client] to [Organization] and establish a process for [Organization] to provide [Redacted] data to [Organization] for [Redacted] acquisition approval considerations.										
Develop methodology to proactively evaluate [Org] fill numbers regularly using recent historical [Redacted] data.										
Establish methodology to perform periodic audits to evaluate [Org] compliance and discuss corrective actions.										
Pilot online [Redacted]s with assistance from a 3 rd party [Org] or on [Redacted].										
Define overall [Program] requirements, release RFP, select [Org], purchase [Redacted].										
Phase 3: Higher Complexity and Longer Term Activities										
Train staff to use [Program] devices, roll out [Program] devices, define data management policies, collect data.										
Develop components of an annual public report on the state of the [Redacted], including accomplishments from the previous year, cost savings from centralization, and goals for the coming year.										
Explore streamlined alternatives to [Redacted] acquisition for conducting state business, including overall [Redacted]										
Explore options and develop solution to allow at least a percentage of [Redacted] proceeds to go back to the [Org] that originally [Organization]d the [Redacted].										
Select a single overall [Redacted] solution that aggregates all [Redacted]-related data and approval activities that [Organization] and [Teams] all use.										