8 STEPS

INITIAL ANALYSIS AND IMPLEMENTATION PLANNING FRAMEWORK FOR YOUR STRATEGIC PROJECTS

Konica Minolta IT Solutions Czech

Business Consultation

Giving Shape to Ideas

© KONICA MINOLTA

KONICA MINOLTA IT SOLUTIONS CZECH

Microsoft | Co-Sell ready Gold Partner
Co-Marketing Ready Gold Partner

Microsoft Partner
Microsoft

Gold Enterprise Resource Planning
Gold Windows and Devices
Gold Data Analytics
Gold Data Platform
Gold Datacenter

Silver Small and Midmarket Cloud Solutions
Silver Cloud Business Applications
Silver Collaboration and Content
Silver Cloud Platform
Silver Messaging

KONICA MINOLTA

Automotive CRM
Fleetman
Quick Sums

By Konica Minolta IT Solutions Czech and Dynamics 365

Available on Microsoft AppSource

DynamicsPACT
Global Microsoft Dynamics 365

2016 PRESIDENT'S CLUB for Microsoft Dynamics

2014 Microsoft Dynamics
Reseller of the Year Finalist
Central and Eastern Europe

Microsoft Awards 2016 Winner

Microsoft Awards 2019 | Finalist Czech republic

>200 EXPERTS

PROJECTS IN **5** COUNTRIES

360 mil CZK
YEARLY NET SALES

Microsoft FastTrack TEAM

KONICA MINOLTA

© KONICA MINOLTA

YOUR OUTLOOK FOR STRATEGIC IT PROJECT IS NOT GREAT

KONICA MINOLTA

>55%

OF IT PROJECTS FAIL

ACCORDING TO VARIOUS ESTIMATES
FROM GARTNER, IDC, IBM ETC.

THE LARGER THE PROJECT
THE HIGHER THE PROBABILITY OF FAILURE

- UNCLEAR OBJECTIVES
- UNREALISTIC SCHEDULE
- UNALIGNED TEAM, LACKING COMPETENCE
- SHIFTING PRIORITIES

© KONICA MINOLTA

WHAT IS 8 STEPS

INITIAL ANALYSIS AND IMPLEMENTATION PLANNING FRAMEWORK FOR YOUR STRATEGIC PROJECTS THAT:

ELIMINATES RISKS

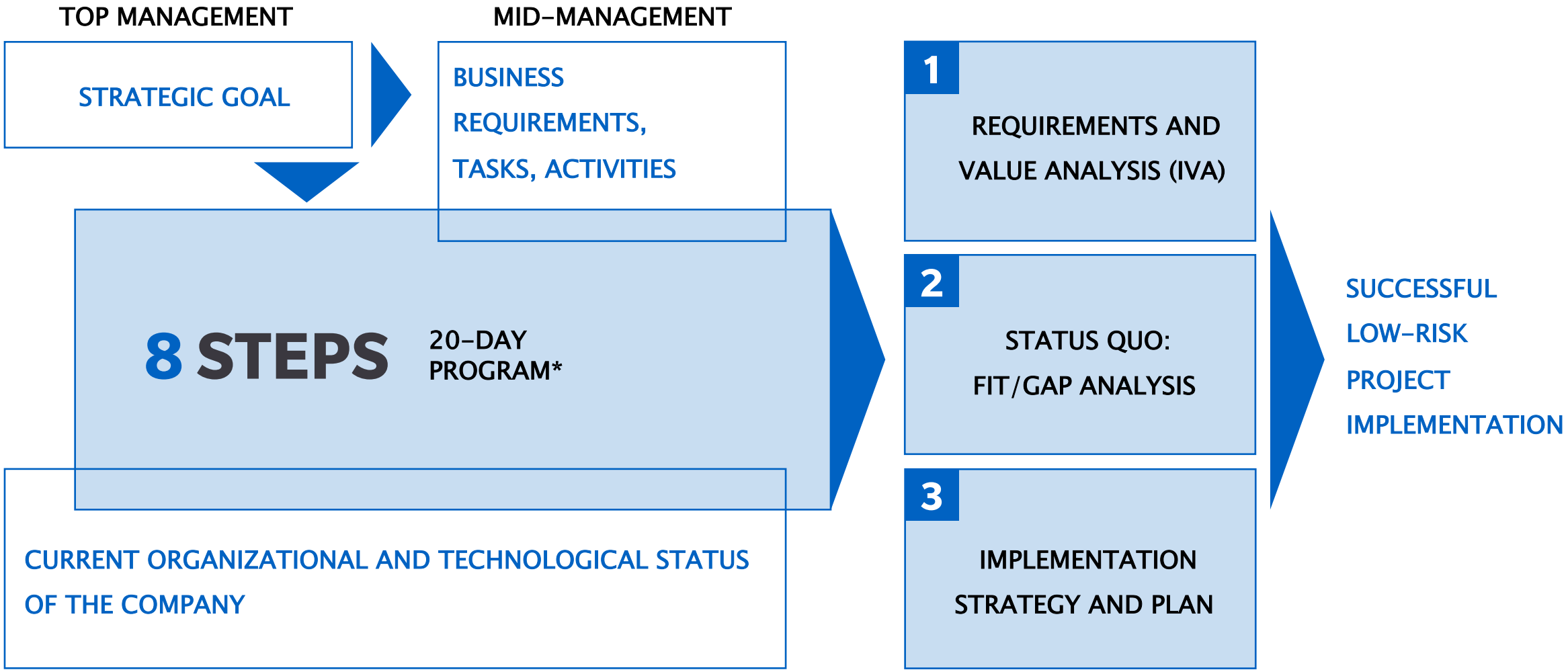
CREATES PRECISE PLAN

DISCOVERS GAPS BETWEEN STRATEGIC GOALS AND CURRENT CAPABILITIES

INCREASES PROBABILITY OF SUCCESSFUL AND PROFITABLE IMPLEMENTATION

© KONICA MINOLTA

WHY AND WHEN DO YOU NEED 8 STEPS

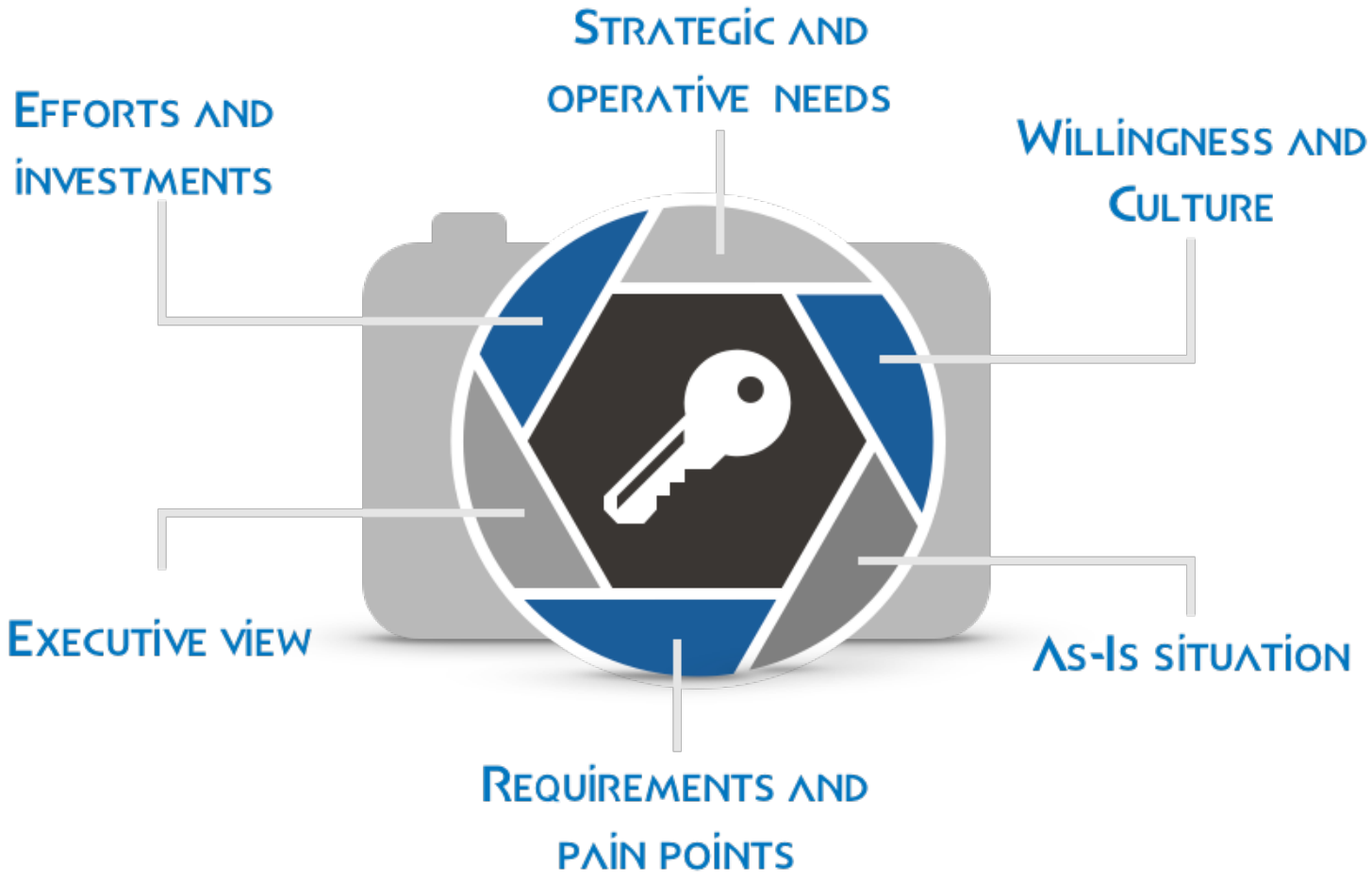


* Typical duration of the program. Actual length varies, depending on complexity of the project and level of customer cooperation

© KONICA MINOLTA

AN ORGANISATIONAL SNAPSHOT

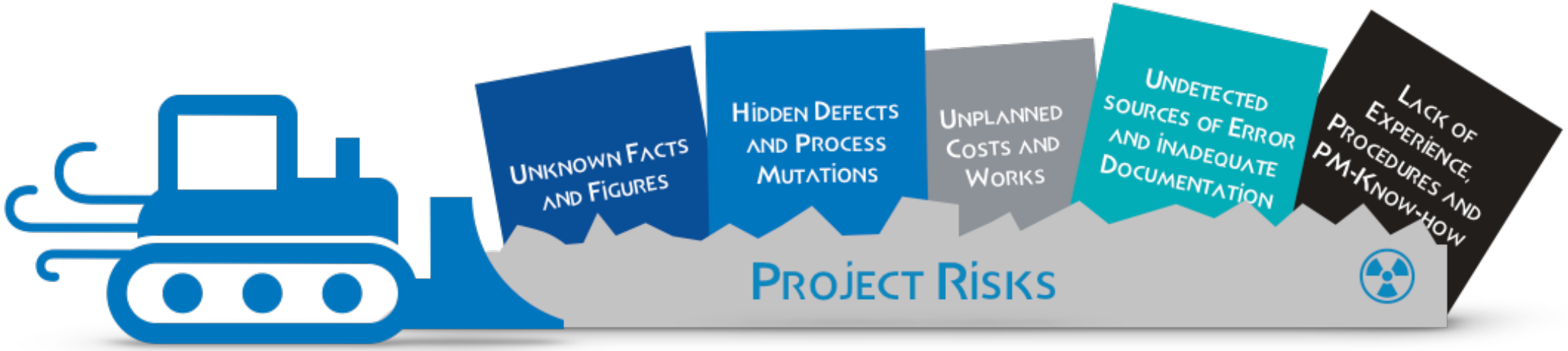
In addition to the technical aspects, we pay attention to all sorts of relevant planning and success factors



© KONICA MINOLTA

RISK MITIGATION WITH 8 STEPS

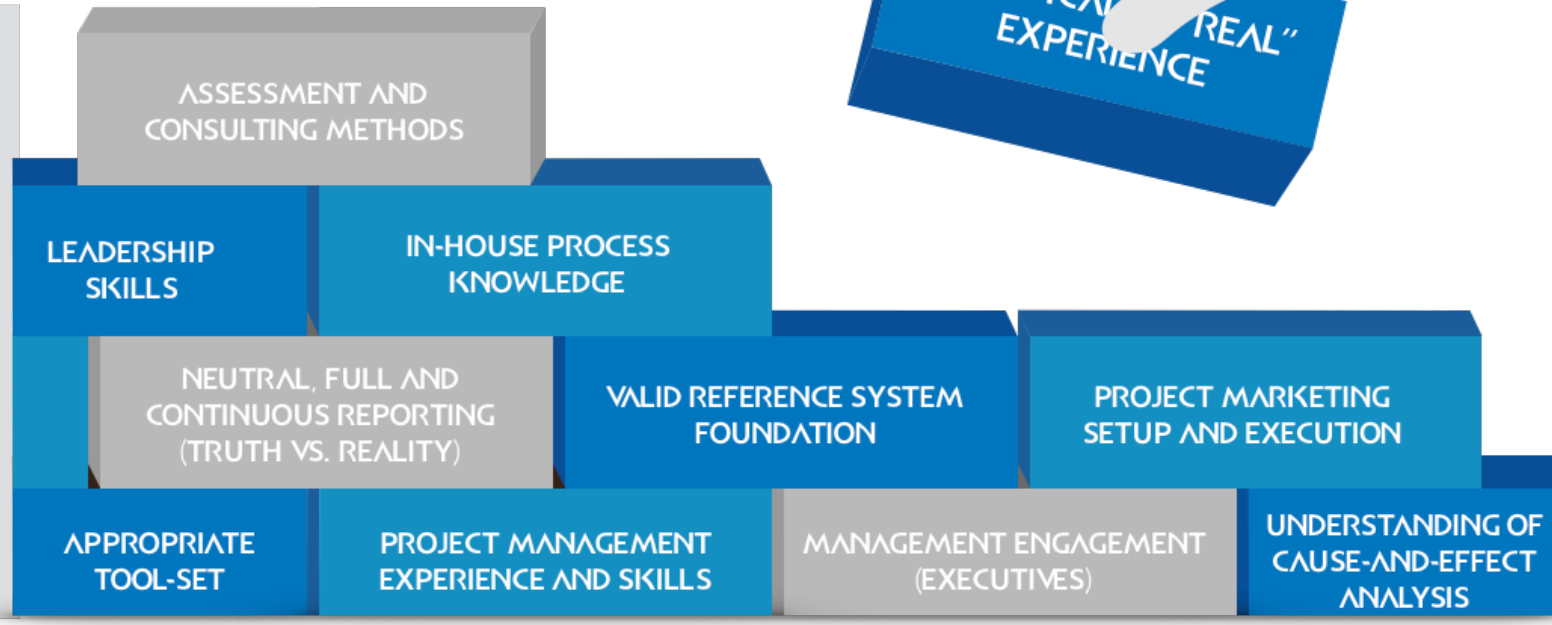
Thanks to meticulous, complex analysis of status quo compared against strategic goals and business requirements we identify the usual project risks and move them out of your way



© KONICA MINOLTA

THE FOUNDATION FOR SUCCESS

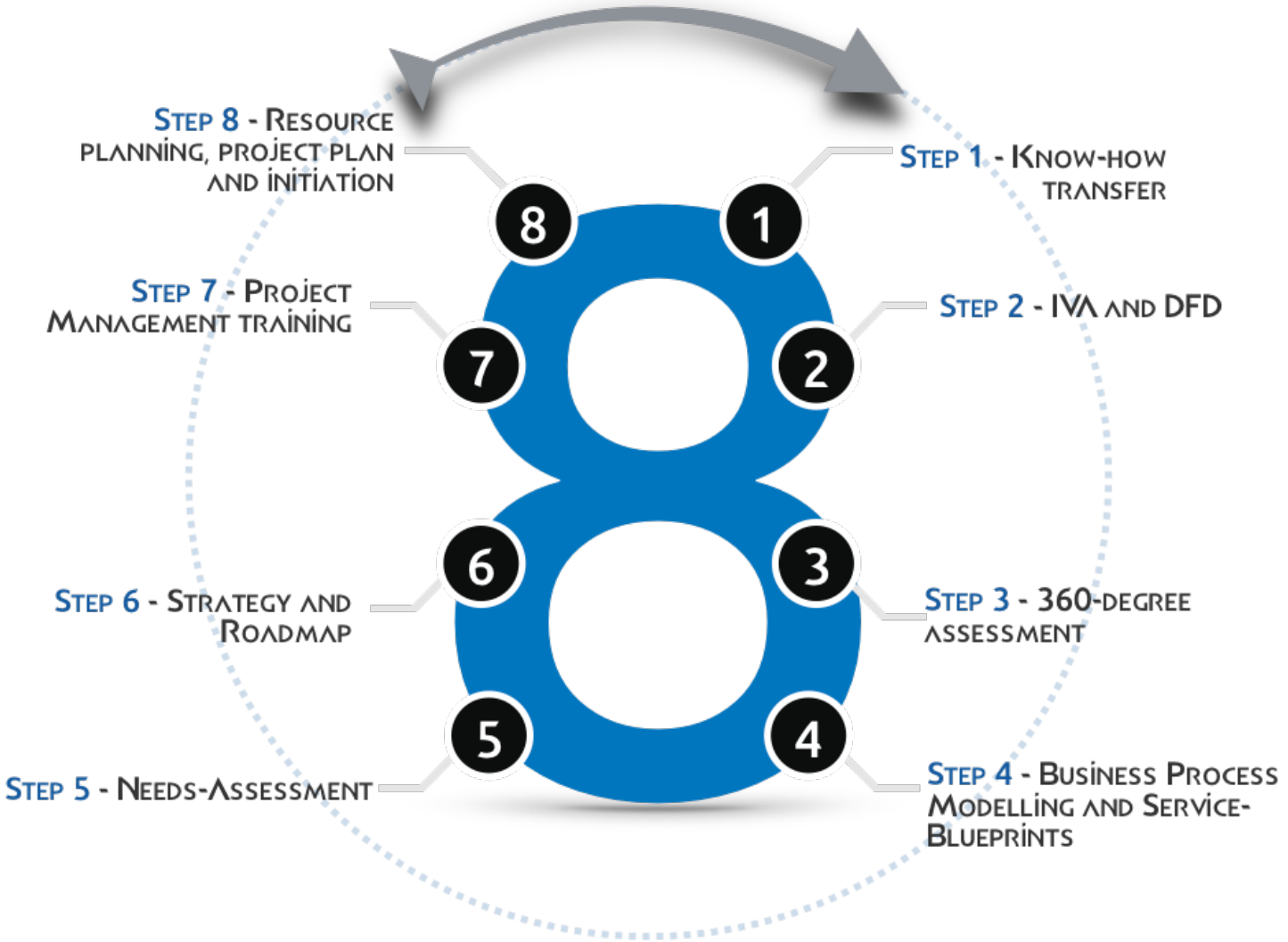
Project success depends on a solid foundation – clarity and preparation before the project starts. That is the focus of **8 STEPS** initial analysis



© KONICA MINOLTA

8 STEPS ITINERARY

A holistic method that has proven itself over years and ensures the success of your project



© KONICA MINOLTA

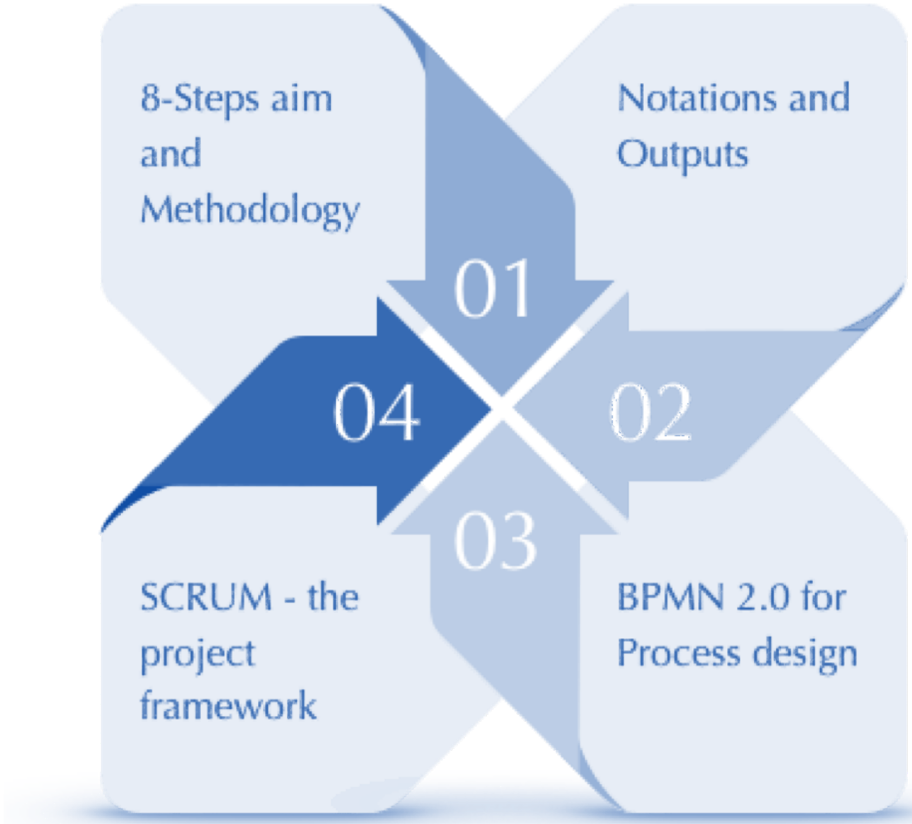
8STEPS

Step-by step description

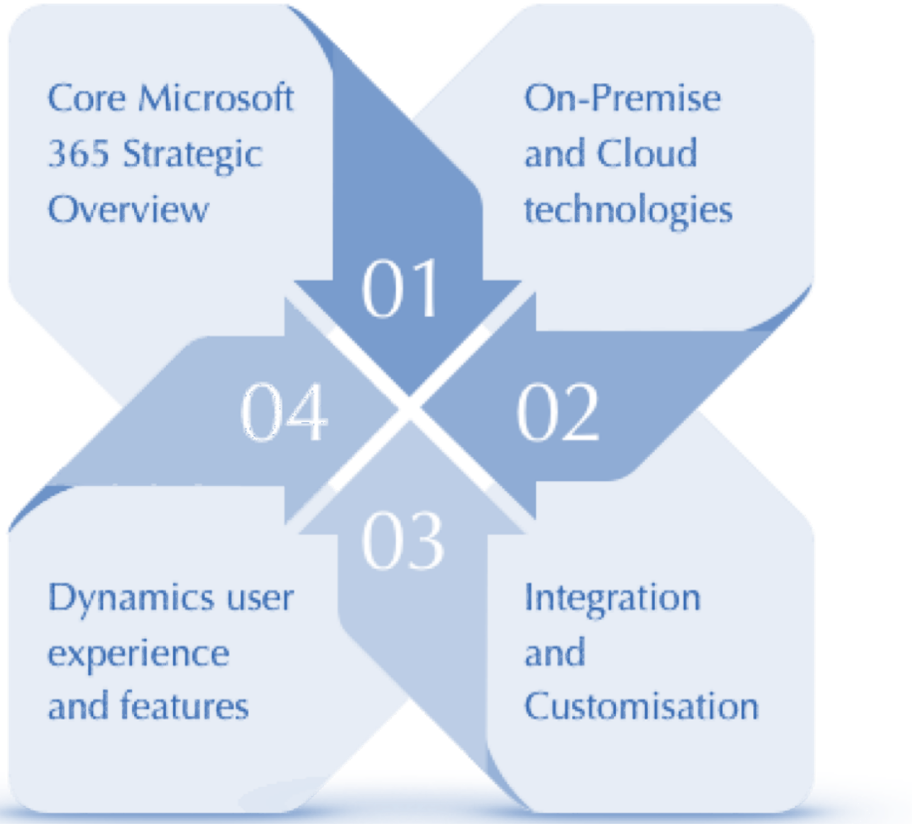
© KONICA MINOLTA

KNOW-HOW TRANSFER (STEP 1)

Before we start with the actual project work, we carry out specialized training to ensure a consistent level of knowledge across the implementation team



Training 1

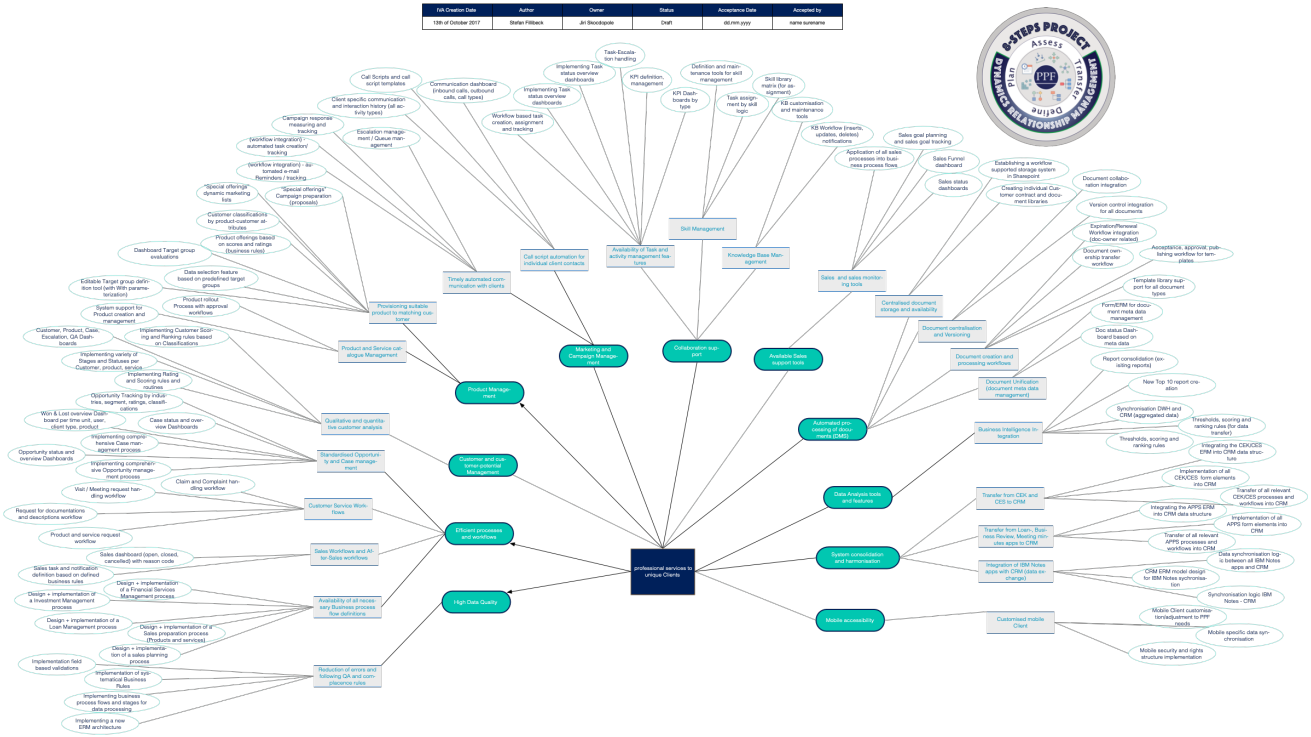


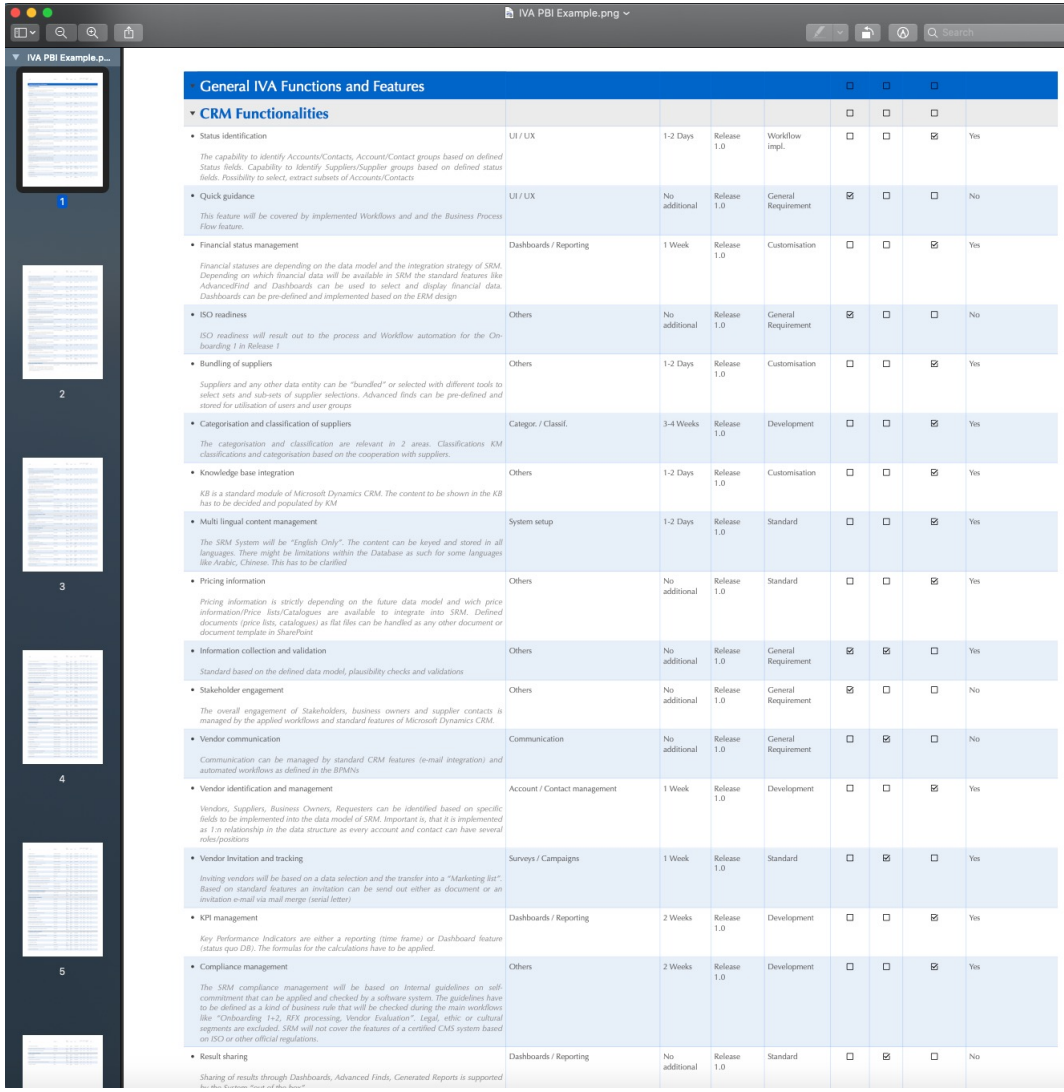
Training 2

© KONICA MINOLTA

IMPACT VALUE ANALYSYS (STEP 2: IVA)

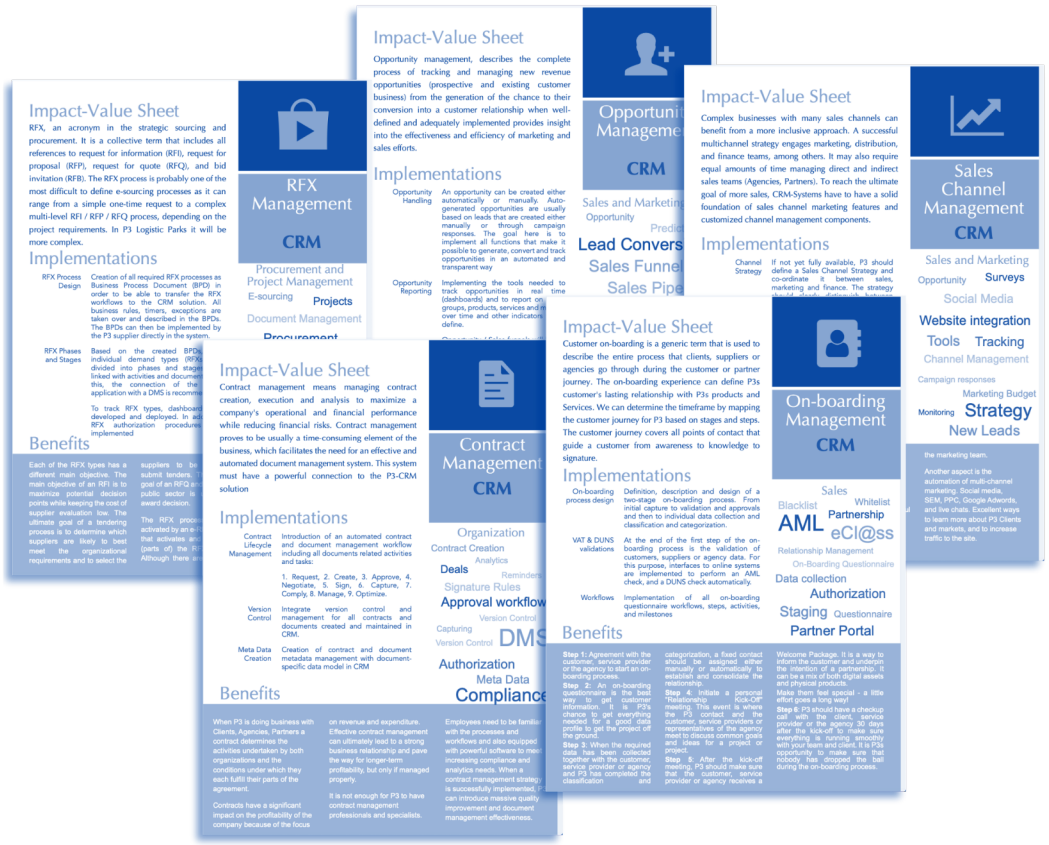
A workshop with the management to identify the business requirements and strategic goals

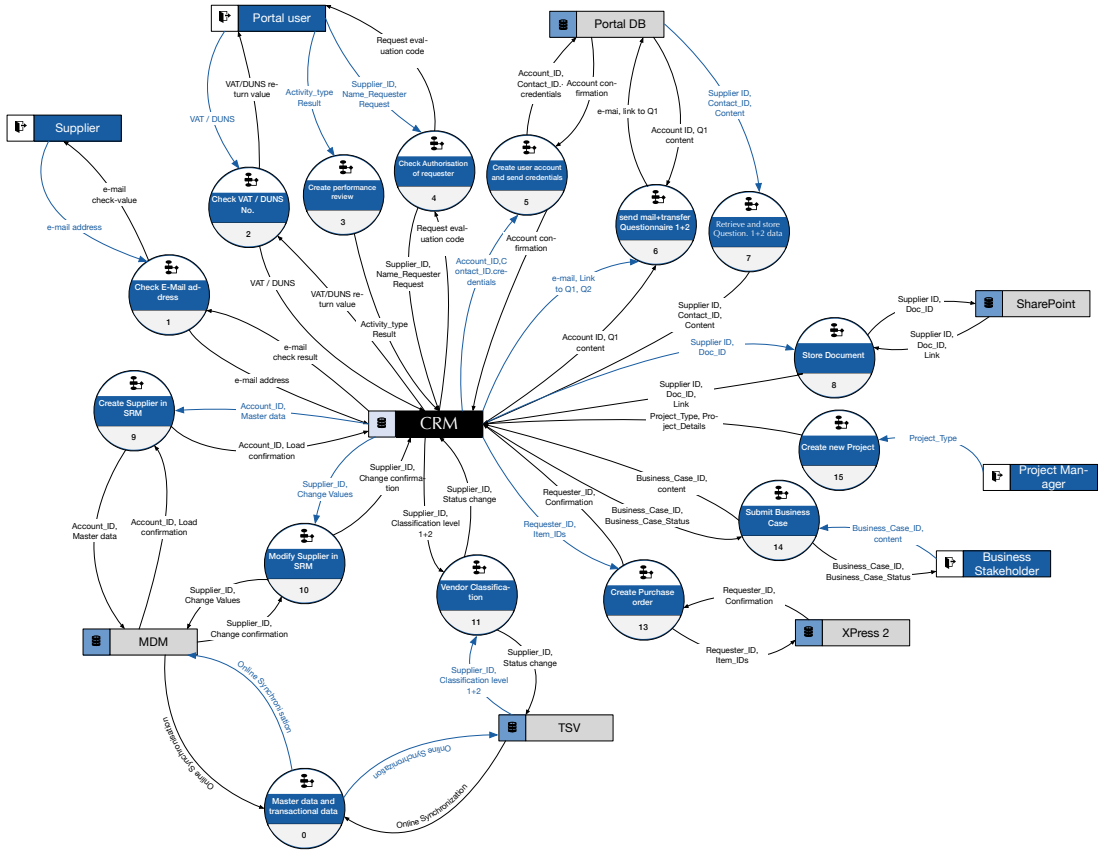




IMPACT VALUE SHEETS

These documents serve as a summary of the IVA for the management team

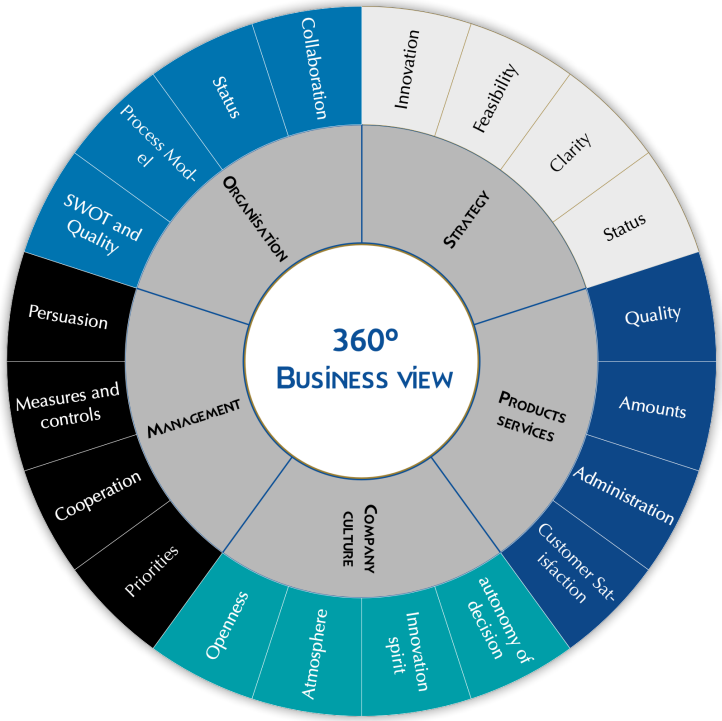


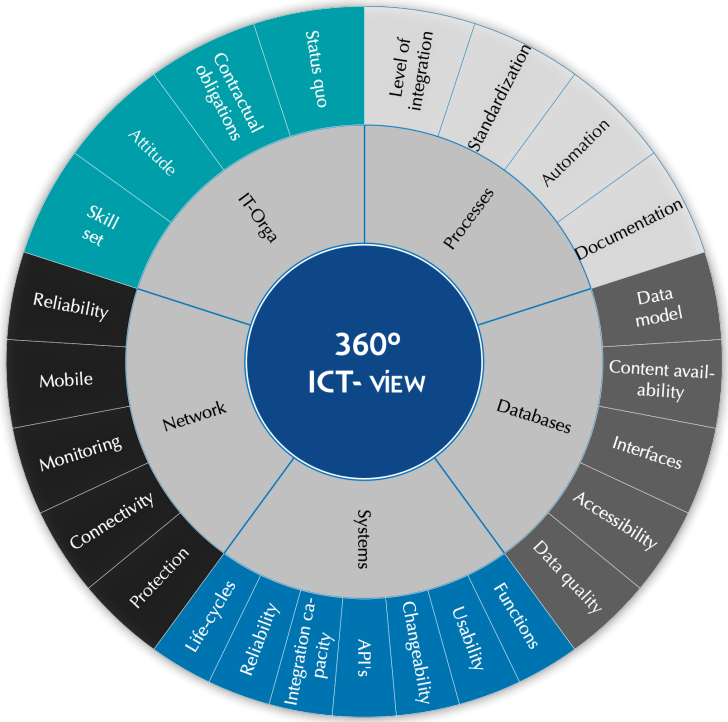


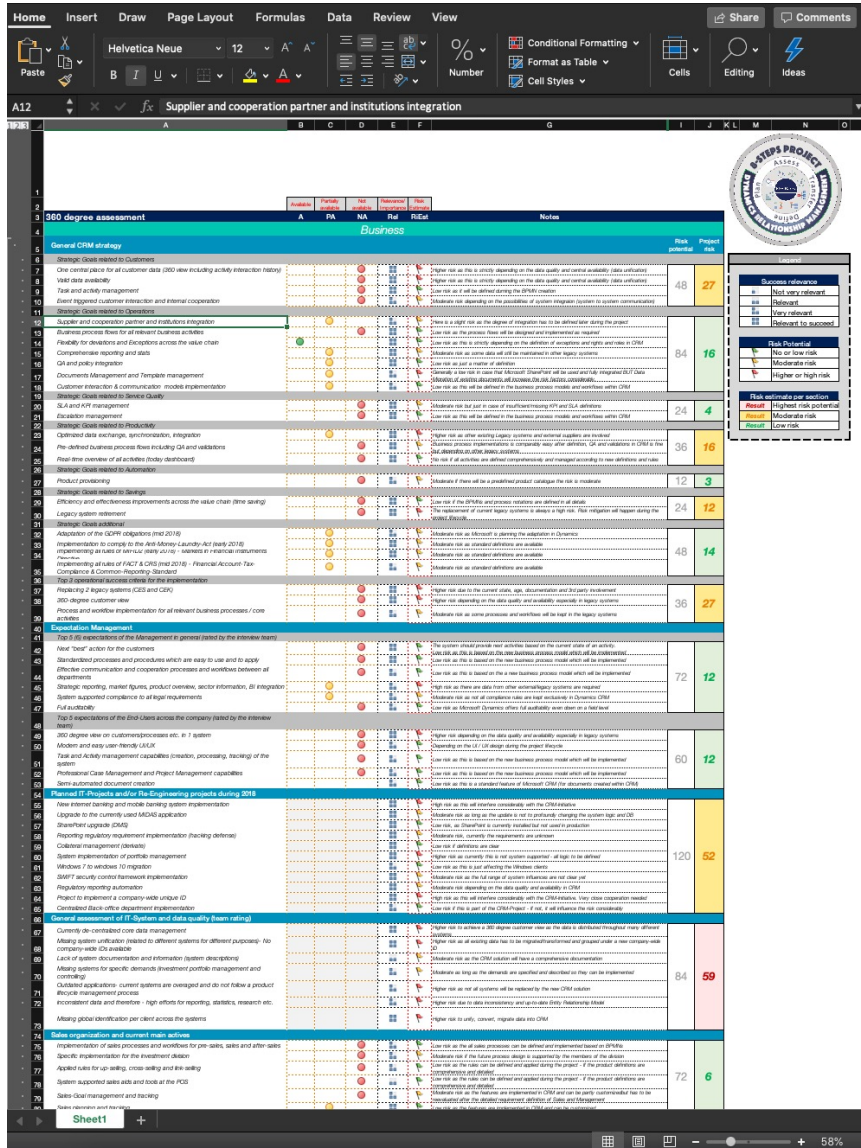
© KONICA MINOLTA

360-DEGREE ASSESSMENT (STEP 3)

This assessment creates clarity and transparency for our customers

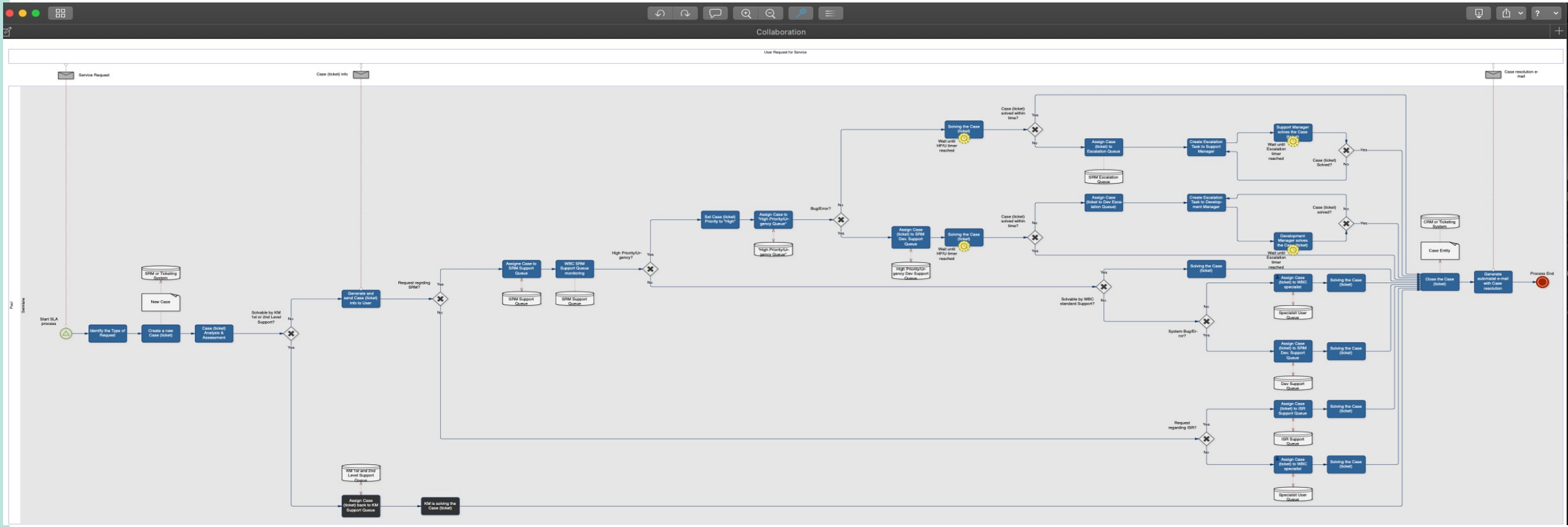






BUSINESS PROCESS MODELLING (STEP 4)

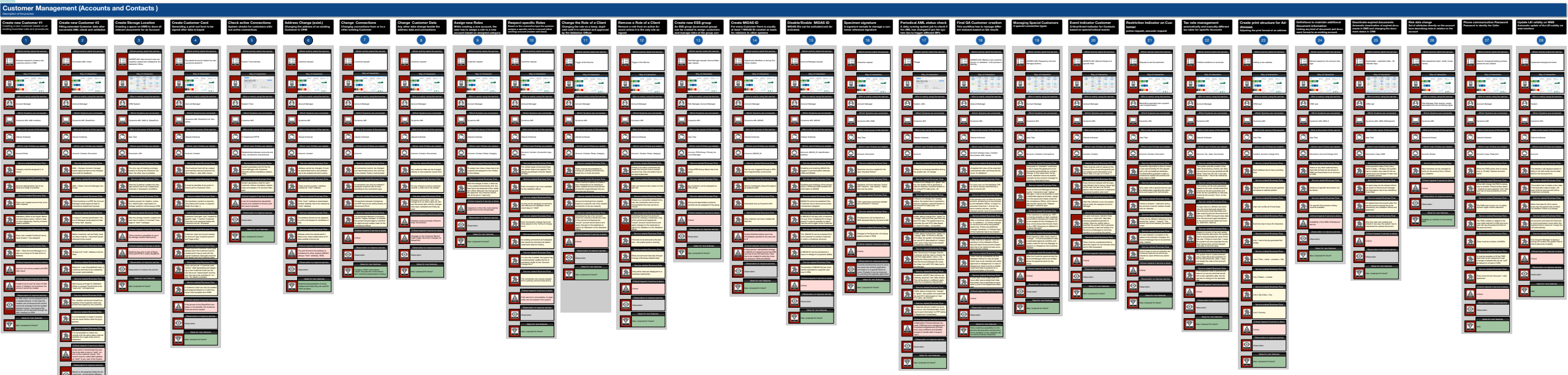
In this phase, we analyse and document all project-relevant processes and workflows



© KONICA MINOLTA

OUTPUT BASED ON THE BPMN

Another relevant result of the process documentation are service blueprints



© KONICA MINOLTA

RESOURCE NEEDS ASSESSMENT (STEP 5)

The Needs Assessment provides a detailed overview of the expected efforts

Needs Assessments

Needs Assessment

Customer Name:	XYZ Bank			
Document status:	Proposed		Project name:	XYZ Bank CRM
Created by:	Stefan Fillibeck		Project Manager:	Stefan Fillibeck
Approved by:			Function:	
Last modified by:			Distribution list:	
Date printed:				

Project areas and estimated points	Overview
Business Analysis	140
Technical infrastructure	90
Process and Workflow design	215
Customizing / development	540
Training and rollout	70
Project Management and organization	200
Other needs and efforts	50
	1305

Project area:	Business Analysis			
Abstract:	In this section of the document are all needed tasks and activities described and rated by the estimated effort. The business analysis focuses on all activities to be done to describe the current business model and the acitivies needed to transform the processes and workflows to the new CRM system.			
Story:	Many of the Business Analysis work has been done during the initial 8-Steps project during October till November 2017. Additional BA tasks and activities are described in the table below			
Created by:	Stefan Fillibeck	Source:	8-Steps Project	
Creation date:	13.12.2017	Story-ID:	PPFB_BA	
Type of need:	PM, Solution Architect, CRM Consultant	Priority:		

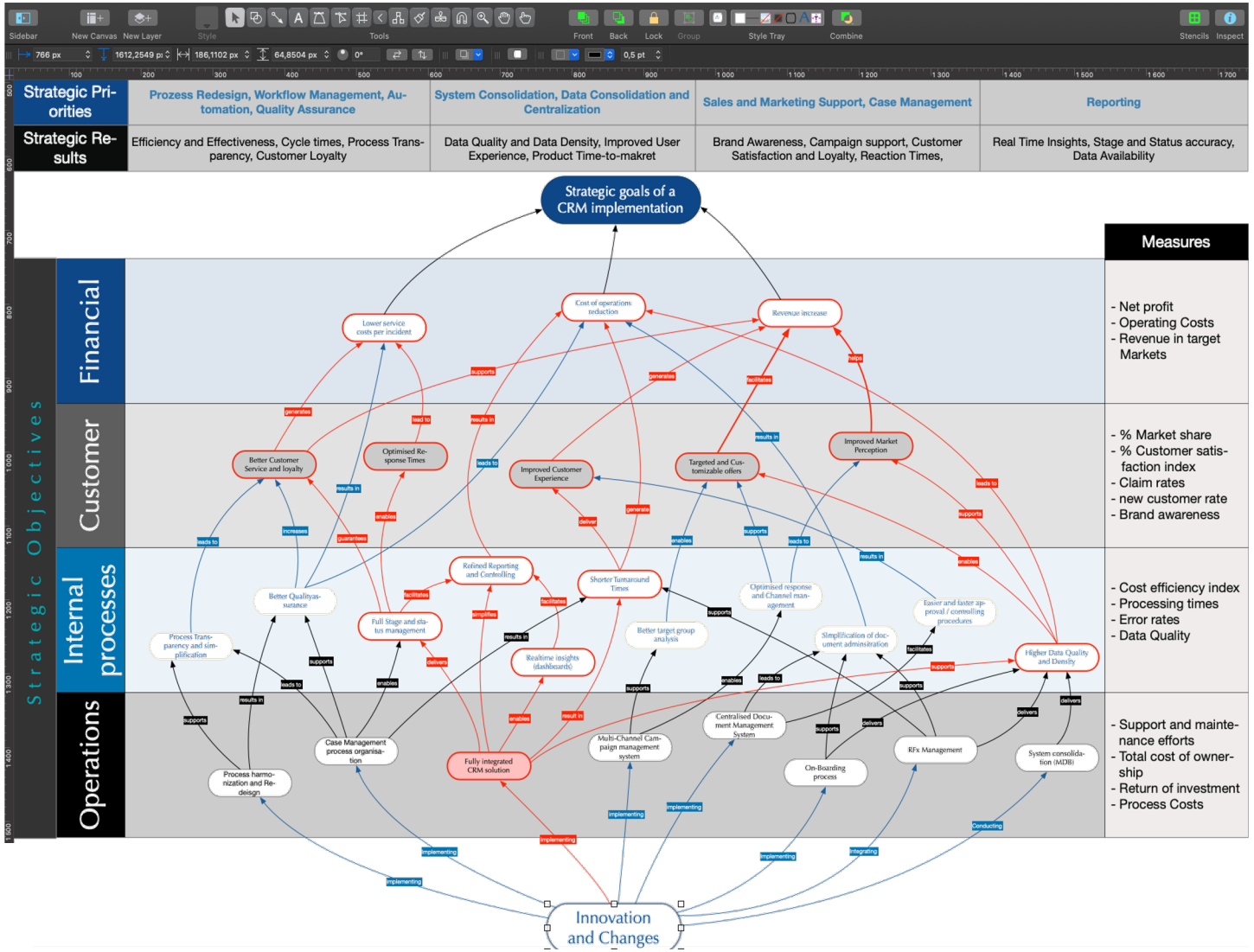
Needs:		Need descriptions	Points
High level activities:	1	New Business Prozess design for the new CRM envirionment (BPDs, NSDs)	20
	2	Collecting existing and creating all business rules, validations to be applied to the CRM solution including system interactions	20
	3	Service Blueprint creation	20
	4	CRM GDPR process design (BPD, NSD)	20
	5	Data Flow Diagrams for new solution	10
	6	Business rule collection and definition for all processes and workflows	10
	7	Escalation and exeption handling for all processes and workflows	5
	8	Customer Service Process modelling (BPD, NSD)	5
	9	Sales process modelling (BPD, NSD)	10
	10	Other related documentations	20
Points: 1=4h, 2=1d, 5=1d to 2d, 10=3d to 5d, 20=1w to 2w, 40=2w to 4w, 60=1m to 2m, 80=2m to 3m			140

Points: 1=4h, 2=1d, 5=1d to 2d, 10=3d to 5d, 20=1w to 2w, 50=2w to 4w, 100 =1m to 2m, 200 =2m to 3m **130**

© KONICA MINOLTA

STRATEGY AN ROADMAP CREATION (STEP 6)

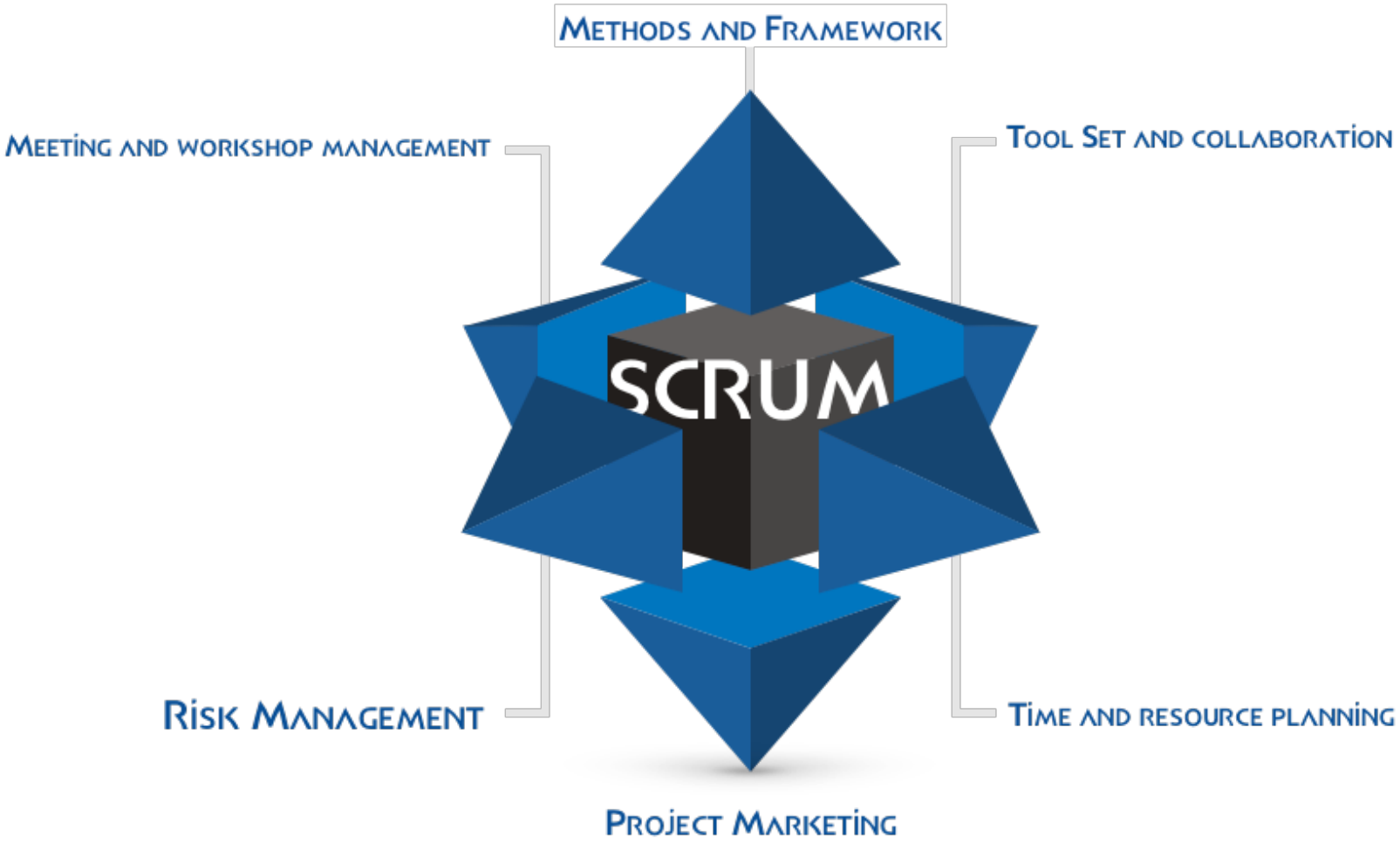
Based on the data and information collected, we define a strategy together with our customers



© KONICA MINOLTA

PROJECT METHODOLOGY TRAINING (STEP 7)

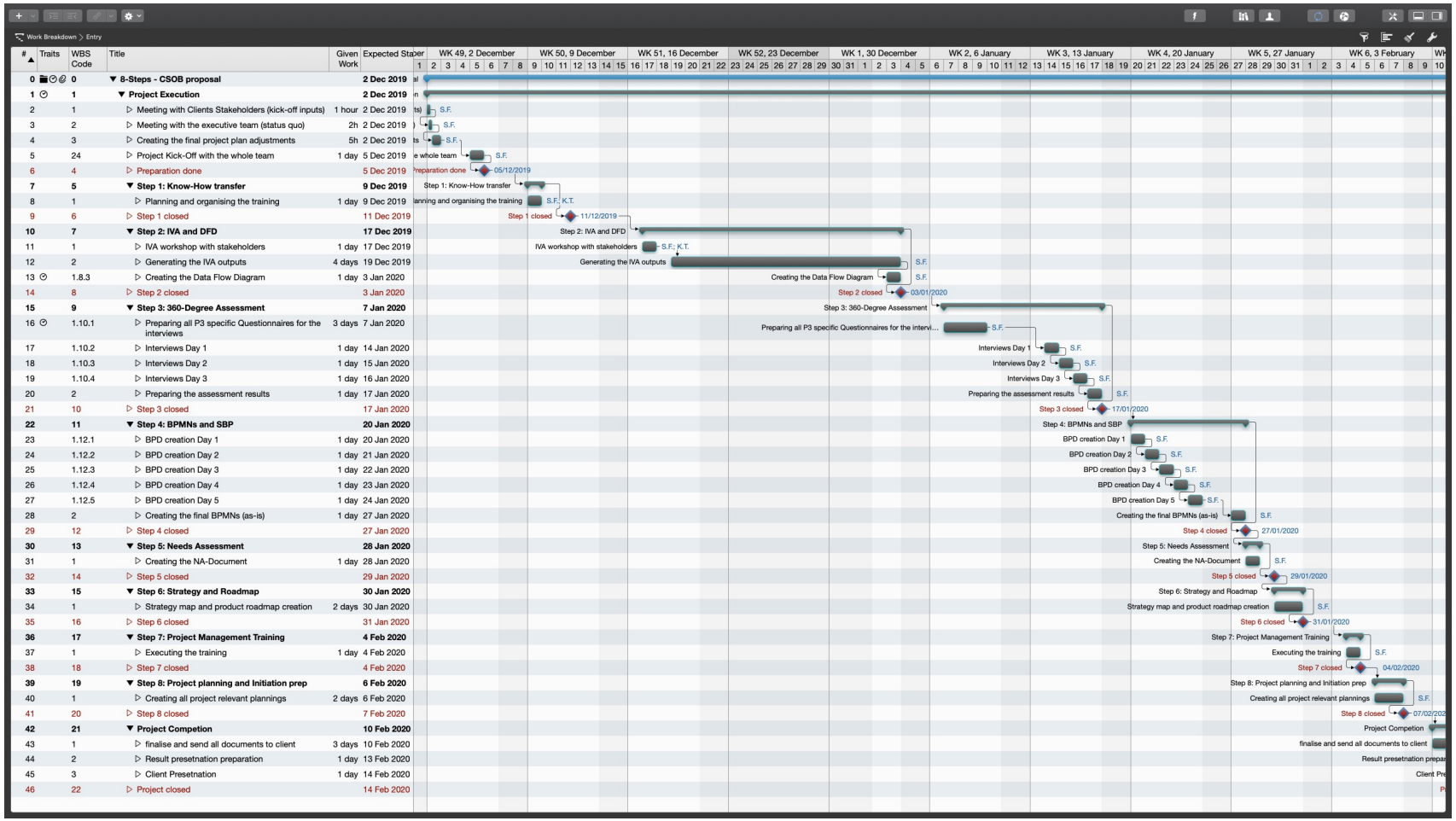
Detailed training of the future project team in Project Management and SCRUM



© KONICA MINOLTA

PROJECT PLAN CREATION (STEP 8)

Based on the knowledge gathered and analysed in previous steps, we provide a detailed project activities and resources (costs) plan



#	Traits	WBS Code	Title	Given Work	Expected Start
0		0	8-Steps - CSOB proposal		2 Dec 2019
1		1	Project Execution		2 Dec 2019
2		1	Meeting with Clients Stakeholders (kick-off inputs)	1 hour	2 Dec 2019
3		2	Meeting with the executive team (status quo)	2h	2 Dec 2019
4		3	Creating the final project plan adjustments	5h	2 Dec 2019
5		24	Project Kick-Off with the whole team	1 day	5 Dec 2019
6		4	Preparation done		5 Dec 2019
7		5	Step 1: Know-How transfer		9 Dec 2019
8		1	Planning and organising the training	1 day	9 Dec 2019
9		6	Step 1 closed		11 Dec 2019
10		7	Step 2: IVA and DFD		17 Dec 2019
11		1	IVA workshop with stakeholders	1 day	17 Dec 2019
12		2	Generating the IVA outputs	4 days	19 Dec 2019
13		1.8.3	Creating the Data Flow Diagram	1 day	3 Jan 2020
14		8	Step 2 closed		3 Jan 2020
15		9	Step 3: 360-Degree Assessment		7 Jan 2020
16		1.10.1	Preparing all P3 specific Questionnaires for the interviews	3 days	7 Jan 2020
17		1.10.2	Interviews Day 1	1 day	14 Jan 2020
18		1.10.3	Interviews Day 2	1 day	15 Jan 2020
19		1.10.4	Interviews Day 3	1 day	16 Jan 2020
20		2	Preparing the assessment results	1 day	17 Jan 2020
21		10	Step 3 closed		17 Jan 2020
22		11	Step 4: BPMNs and SBP		20 Jan 2020
23		1.12.1	BPD creation Day 1	1 day	20 Jan 2020
24		1.12.2	BPD creation Day 2	1 day	21 Jan 2020
25		1.12.3	BPD creation Day 3	1 day	22 Jan 2020
26		1.12.4	BPD creation Day 4	1 day	23 Jan 2020
27		1.12.5	BPD creation Day 5	1 day	24 Jan 2020
28		2	Creating the final BPMNs (as-is)	1 day	27 Jan 2020
29		12	Step 4 closed		27 Jan 2020
30		13	Step 5: Needs Assessment		28 Jan 2020
31		1	Creating the NA-Document	1 day	28 Jan 2020
32		14	Step 5 closed		29 Jan 2020
33		15	Step 6: Strategy and Roadmap		30 Jan 2020
34		1	Strategy map and product roadmap creation	2 days	30 Jan 2020
35		16	Step 6 closed		31 Jan 2020
36		17	Step 7: Project Management Training		4 Feb 2020
37		1	Executing the training	1 day	4 Feb 2020
38		18	Step 7 closed		4 Feb 2020
39		19	Step 8: Project planning and Initiation prep		6 Feb 2020
40		1	Creating all project relevant plannings	2 days	6 Feb 2020
41		20	Step 8 closed		7 Feb 2020
42		21	Project Competion		10 Feb 2020
43		1	finalise and send all documents to client	3 days	10 Feb 2020
44		2	Result presetnation preparation	1 day	13 Feb 2020
45		3	Client Presetnation	1 day	14 Feb 2020
46		22	Project closed		14 Feb 2020

© KONICA MINOLTA

LIST OF DELIVERABLES

Customized documents handed over at the end of the **8STEPS** process constitute detailed blueprint for the success of your strategic project

- Training materials
- IVA and conclusive outline based on the IVA
- Data flow-Diagrams
- Business Process Models based on BPMNs
- Service Blueprints *(based on the given foundation)*
- Nassi-Shneiderman diagrams *(based on the given foundation)*
- 360-degree assessment results
- Needs-Assessment documentation *(effort estimate)*
- Strategy map
- Product development roadmap *(depending on the future project type)*
- Project and Resource plan
- Weekly project reports
- Final Result-Presentation

© KONICA MINOLTA

© KONICA MINOLTA