

Current and Future State Analysis Tool

Using this tool will let you quickly gather input from a diverse set of stakeholders about why the project is important and what expectations they have about what the project will deliver.

The benefits of using this tool are:

- To surface latent requirements that would otherwise surface as scope creep or unmet expectations at a later date.
- Understand stakeholders priorities on which problems and solutions are most critical (essential versus nice to have)
- Understand cross functional and organizational implications and impacts of the future state changes
- Identify the top business drivers that can be linked to corporate goals and measurable benefits
- Define measurable benefits for project justification
- Gain critical insights regarding scope, order of magnitude size, deliverables, resource requirements and timeline for completing a project Charter and Scope.

How to Use the Tool:

Use this tool in individual interviews or with a group to:

1. Brainstorm what the business and problem drivers are for this project, identify who or what is impacted and rate the importance of addressing. Move quickly, ask only clarifying questions; DO NOT engage in discussion about solutions.
2. Brainstorm the improvements and changes that a successful project implementation would deliver. Ask clarifying questions about what capabilities or results would improve and what current state problem is addressed. Discuss solutions at a high level but for now don't discuss specific software, vendors, and approaches.

As you brainstorm refer back to the brainstorm list from step one. Verify that you don't overlook how the future state would eliminate or improve the high or medium current state problems or limitations.

