



Checklist

✓ Business processes focus

- ☐ Ensure the business process view of the organization is at the core of the definition of the project.
- ☐ Clearly articulate the key business processes that are in scope and the respective personas so they are understood by all involved parties in the implementation.
- ☐ Ensure business model analysis, process engineering, and standardization strategies are considered part of the project definition and deliver a strong process baseline before implementation starts.
- ☐ Collect the business processes in a structured and hierarchical process catalog during the requirements phase.

✓ Process-centric solution

- ☐ Use business processes for each phase of the project to deliver better outcomes (all phase activities are better planned, performed, and measured).

✓ Opportunity for optimization

- ☐ Explore opportunities to evolve, optimize, and consolidate your processes as part of the implementation to meet the digital transformation goals and drive user adoption.

- ☐ Ensure the business process definition is complete and considers all activities and subprocesses.
- ☐ Take advantage of the latest SaaS technology to drive efficiency and effectiveness for the process optimization.
- ☐ Ensure future readiness when mapping your business process to the solution by incorporating configurability by design.

✓ Fit gap analysis

- ☐ Adopt a fit-to-standard approach and align to the philosophy of adopting wherever possible and adapting only where justified.