

Digital Transformation Checklist

A Step-by-Step Guide to Planning and Executing Your Digital Transformation Journey

Pre-Transformation Phase

- â Assess current digital maturity
- â Identify business objectives and KPIs
- â Map current processes and pain points
- â Evaluate technology infrastructure
- â Build cross-functional team

Planning Phase

- â Define transformation roadmap
- â Set timeline and milestones
- â Allocate resources and budget
- â Identify required technologies
- â Develop change management strategy

Implementation Phase

- â Prioritize initiatives
- â Implement new technologies
- â Update processes and workflows
- â Train employees
- â Monitor progress and adjust