Faith Wear ERP Implementation
Phase 1: Immersion & Analysis - Observation Checklist

General Environment Snapshot

Focus Area	Notes
Atmosphere	
Workspace Layout	
Resource Flow	
Tool Usage	

People and Roles in Motion

Focus Area	Notes
Key Players	
Delegation	
Decision Points	
Knowledge Gaps	

Process Flow Observation

Focus Area	Notes
Workflow Sequence	
Inputs	
Outputs	
Handovers	
Delays & Bottlenecks	

Systems and Tools in Use

Focus Area	Notes
Current Systems	
Integration Points	
Manual Workarounds	
Data Accuracy	

Pain Points and Workarounds

Focus Area	Notes
Frustrations	
Repetitions	
Missing Links	
Communication Gaps	

Observer's Summary (End of Day Reflection)

Focus Area	Notes
Top 3 Observed Strengths	
Top 3 Operational Frictions	
Hidden Work	
Informal Leaders / Influencers	
Early Hypotheses for Process Gaps	