

Project Readiness Assessment



- ✓ Are you implementing a new information system and not sure if you're ready to go live?
- ✓ Is the project you've been working on ready to move on to the next stage?

Completing projects today is as challenging as it has ever been – we get that. Our project readiness assessment will provide you with an honest, independent analysis of where your project stands and next steps to take.

Our Process:

Analyze project background and structure

- ✓ Project goals and objectives
- ✓ Project workplans and status reports
- ✓ Project issues management
- ✓ Modifications development tracking
- ✓ System cutover and transition plan
- ✓ Post-live support plan
- ✓ Communication plan
- ✓ Change management plan
- ✓ Project risks and interdependencies

Assess processes, systems and technology

- ✓ Progress of all project work streams
- ✓ Applications and data preparations
- ✓ Transactions reporting and analysis
- ✓ Interfaces and data interchanges
- ✓ Data conversions validations
- ✓ System testing and defects severity
- ✓ Users security and responsibilities
- ✓ Systems infrastructure and user interfaces
- ✓ Applications and database version control
- ✓ Data backup and recovery
- ✓ Synergy of people, processes and technology

Assess human factors

- ✓ Identification of roles and responsibilities
- ✓ Identification of skills and capabilities
- ✓ Training plan and materials
- ✓ Users competency evaluations and remediation
- ✓ Functional and technical skills gap analysis
- ✓ Coverage model for users
- ✓ Users equipment and access
- ✓ Functional and technical support
- ✓ Post-live training and competencies maintenance
- ✓ Communications and barriers to change

Management Consulting Services

Project Readiness Assessment

Assessment Deliverables:

Needs, Risks and Opportunity Analysis

- ✓ Readiness assessment findings and gap analysis
- ✓ Readiness scorecard results
- ✓ Risk analysis and mitigations
- ✓ Prioritized readiness improvement actions
- ✓ Recommendations for post-live actions

Final Report Preparation

- ✓ BlumShapiro Consulting recommendations
- ✓ Optimal next steps



The Project Readiness Assessment can be completed across a wide range of projects such as:

- ✓ ERP system implementation
- ✓ CRM integration and implementation
- ✓ Custom software and interfaces
- ✓ Data quality solutions and Master Data Management
- ✓ Changes to organization structures
- ✓ Mergers and acquisitions

Assessment Fees & Duration: Typical project readiness assessment costs are in the \$10K - \$20K range, depending on the complexity of your business. Assessments generally take 3-4 weeks to complete.

To learn more about our Readiness Assessment services, please contact:

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Let's imagine doing.

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