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POWERFULLY SIMPLE PROCESSES

As-Is vs To-Be
Where do you start?

Most experts will tell you that you always need to start mapping out the As-Is process. But is that always the case? Sometimes you can save yourself a lot of time by jumping straight into the To-Be. This simple guide helps you decide which is right for you. Ask yourself the following questions before making a decision.

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1 **Are you mapping a process for a process library, or as part of an improvement project?**

If this is for a process library then definitely map the As-Is. For an improvement project, go on to the next question.

2 **Has this process been documented before?**

If this is already documented, you may not need to map the As-Is, however, make sure you know the answer to the following question.

3 **How up-to-date is it?**

Check the existing documentation with stakeholders, is it accurate? If not, you'll need consider more information before deciding.

4 **How well do you understand the current problems?**

If this is part of an improvement project - does everyone describe the problems in the same way? Does it seem like there are lots of different problems? If people cannot clearly articulate the problem, or everyone describes a different problem it suggests the problem isn't understood. This means you may need to map the As-Is to align everyone.

5

Are all the risks understood?

What are all the things that could go wrong making this change? If no risks have been identified, mapping the As-Is will help identify and design mitigations to ensure they don't happen.

6

Is this going to result in a significant change for stakeholders?

If things are going to change a lot you'll need to perform a gap analysis so you can plan for that change. To do this you'll need to know the As-Is so you can compare it to the To-be to plan your changes.

Often mapping the As-Is process is a chance for you to get to grips with the needs & objectives of the team. One issue is often the time it takes when you could be getting on with the To-Be. If that's the case, consider the tool you are using. It doesn't need to be a lengthy process. Mapping out the As-Is helps you really engage with your collaborators. You can use a cloud based tool like Skore to map out the process in the workshop & get everyone to sign off on it before you move on to your future plans.

To Talk to One of Our Experts, Get in Touch Today!