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# **Process Mining Strategic Alignment Worksheet**

**Your project strategy should answer or address the following big picture questions** **to ensure that the needed level of analysis was provided.**

**BIG PICTURE / OVERVIEW**

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| **What is the problem or opportunity?** |
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| **What needs to change in the current situation? Is it a problem or a symptom?** |
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| **Why does it need to be changed?** |
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| **What does it need to be changed to?** e.g. if the process mining project is part of a larger initiative such as automation etc. |
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| **What are the logical steps to get there?** e.g. releases or deployments |
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| **What will be the impact to the overall enterprise and related initiatives as the project moves to the desired future state?** |
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| **How will related initiatives impact this project as it moves to the desired future state?** |
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| **What key resources will be required to affect the change?** |
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| **What stakeholders need to be involved throughout the project?** |
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| **Will the change be worth the effort?** |
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**REVIEW CURRENT STATE ANALYSIS**

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| **What are the most likely impacts (either direct or indirect) to the enterprise if these changes are implemented?** |
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| **What if these changes are not implemented?** |
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| **What are the current state performance metrics/KPIs?** |
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| **Clearly define business needs from the perspective of the enterprise.** |
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| **Prioritize or weight the business needs (This will help evaluate options for the future state solution.)** |
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| **Which Stakeholders were involved in defining the current state and business need? (Were all proper Stakeholders included?)** |
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| **Is the strategy that created the current state changing or stable?** |
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| **Fully define the business requirements based on the current state analysis.** |
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**REVIEW FUTURE STATE DEFINITION**

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| **Does the future state definition address the identified business requirements?** |
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| **Does the future state definition provide enough detail to allow it to be compared with other competing strategies (existing or proposed)?** |
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| **Clearly define modifications (additions, changes, deletions) to the current state.** |
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| **Identify the key resources required to achieve the future state.** |
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| **Define the business case for the future state.** |
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| **Is there a demonstrated consensus supporting the key elements of the future**  **state among the prime stakeholders?** |
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| **If not included in the final output, can you construct a basic context diagram for the proposed future state?** |
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**EVALUATE RISK ASSESSMENT**

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| **Identify key risks** |
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| **Evaluate their Impact if they occur** |
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| **What is the likelihood of their occurrence** |
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| **What is the most likely timing of their occurrence** |
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| **For each risk, is there an associated risk mitigation strategy identified?** |
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| **Are risks assessed for both the transition to the future state and after the future state is implemented?** |
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**REVIEW CHANGE STRATEGY**

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| **Is the change strategy based on a clear understanding of the current state and desired future state?** |
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| **Are alternate change strategies presented?** |
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| **Are the evaluation criteria for selecting the proposed change strategy clearly defined?** |
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| **For each interim state described in the change strategy, are the following items addressed:** | |
| **Description of the interim state** |  |
| **Functionality provided** |  |
| **Functionality not provided** |  |
| **Resources (capital and labor) required** |  |
| **Stakeholder involvement required** |  |
| **Value provided** |  |
| **Impact on the enterprise and related initiatives** |  |
| **Contribution to overall business case** |  |