

Product description

Analysis report

These are the key features of our standard Analysis report.



We'll produce an Analysis report as part of our business process improvement service.

Report contents



Project definition

A short statement of the project's objectives and scope.

This gives the reader some context and makes the report self-contained—which is much better when you circulate it to decision-makers.



Project approach

A summary of the work we've done to prepare the report, and any sources we've relied on.

We'll list:

- who we interviewed
- who provided us with walkthroughs, and
- the documents we reviewed



Your current position

A summary of what we observed while talking to your team.

We'll include process diagrams if useful to illustrate how your team currently work.



Our observations and recommendations

We'll list the areas that we feel could be most improved.

For each pain-point that we identify, we'll also tell you:

- the potential impact, and
- our recommendations.

Purpose



Flag-up potential areas for improvement



Briefly show you how you can improve processes



Provide best-practice guidance



Direct you to further information and advice



Give you the confidence to make improvements

Our recommendations may include:

- quick wins—small changes that can be implemented straight away, for very little cost.
- process changes
- new software that you can buy off-the-shelf—usually small standalone tools or add-ins to your existing systems.
- requirements to be considered when choosing a system
- directions to specialist advice, or
- any other suggestions



Further information

We'll make sure you know how to contact us if you need any more information or support.



Appendices

We include any additional information referred to in the main report.

Sources



Your process documentation

We'll ready any process documentation or training notes that you have.



Conversations with your team

We'll sit with your team and discuss their day-to-day work.

Customisation

The Analysis report can be customised to suit your needs.

We'll list any changes we've agreed to in our proposal document.

Format



PDF file

Related services

You can also add this report as an optional upgrade to:



Process mapping



Requirements gathering



Software selection