

AS-IS -> TO-BE redesign checklist

Details

PROCESS

OWNER

DATE

Checklist

ITEM 1

The AS-IS is validated with the people who do the work.

ITEM 2

Waste and pain points are named, not just implied.

ITEM 3

The TO-BE removes specific steps, handoffs, or waits - not just "digitise it".

ITEM 4

Each TO-BE change has an owner and an expected benefit.

ITEM 5

Stakeholders have signed off the TO-BE before build.

ITEM 6

There is a pilot scope and success measure before full rollout.

ITEM 7

A rollback / fallback is defined.

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