

Participative Process Reviews		
Session 1	Process Review Stages	Ver: 08 Jul 15

**Stage 1:  
Definition stage**

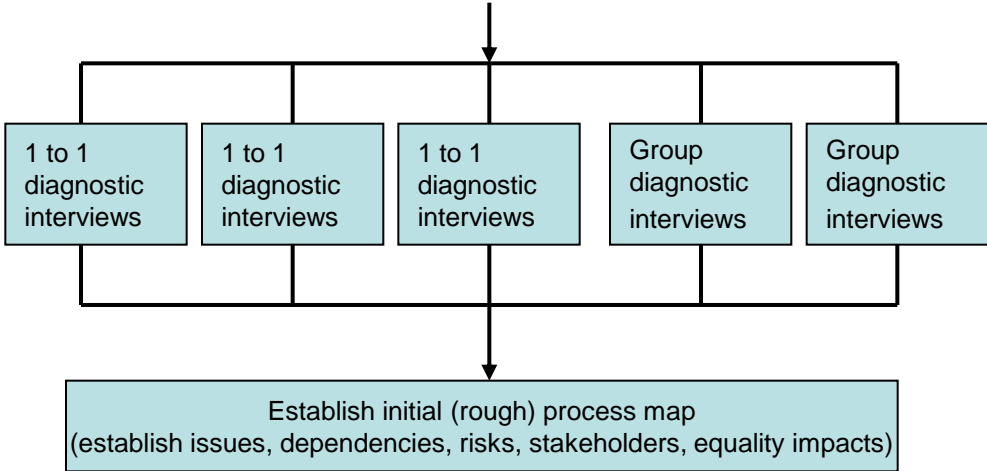
Establish ToR for the process review  
 Articulate objectives (possible problem) (desired outcomes), scope, Stakeholders, time frame, process review team

**Agreed**

**Stage 2:  
Plan and prepare**

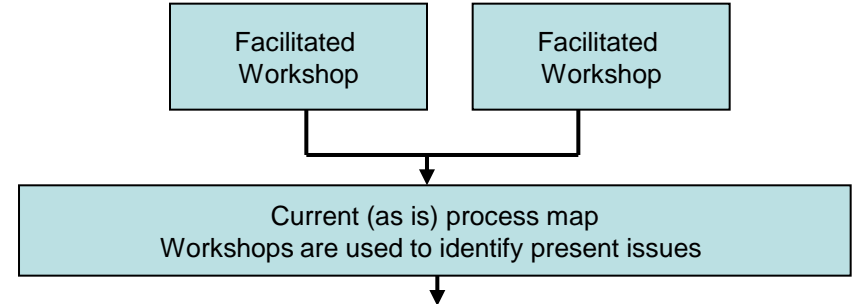
Determine who is to be interviewed  
 Plan and prepare schedules, communication et al

**Stage 3:  
Initial diagnostics**

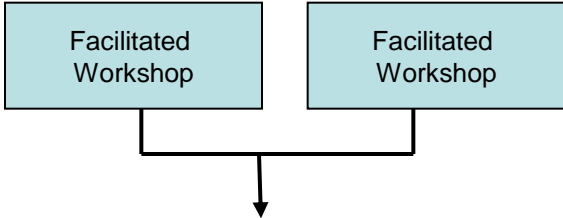


**Stage 4:  
Defining the current (as is) process**

NB: More than 1 workshop depending on size and complexity of process



**Stage 5:  
Design proposal for a new process**



**Stage 6:  
Write report**

Report includes: definition of as is process together with proposal for any new process.  
 Report highlights: issues, dependencies, linkages, risks and other key impacts  
 Recommendations with outline of cost and resource implications