Success Blueprint

Start your journey to success by addressing the prompts and questions outlined below.

1. Define problem and objectives

Solutions don't exist in vacuums. We create them to solve problems. But first we need to identify the specific problem(s) to be addressed. Identify your objectives. Keep in mind how you will define success - how you will measure it, what will be the evidence of an effective solution and whether or not your objectives are specific enough.

1.1 Problem – Define the problem to be solved.

1.2 Objectives – What do you want to achieve?

1.3 Measurement Criteria – How will you assess your objectives?

1.4 Evidence of Success – What are the results you are looking for?

2. Define challenges, stakeholders and timelines

What are the top challenges or constraints to success? An action plan must account for the inevitable obstacles both internal and external. In this step identify all potential challenges to achieving the objectives, all stakeholders and the timeline in which you believe the objectives can be accomplished.

2.1 Challenges – What issues exist?

Challenges	
Internal	
External	

2.2 Stakeholders – Who can help or hinder the success of the project.

Name	Role

2.3 Resources – Identify needed and existing resources.

Resources	
People	
Other	

2.4 Project Timetable – Identify key dates and tasks.

Timetable			
Date	**Task**	**Priority**	**Owner**

3. Review and Evaluate Solutions

With clearly defined problems and objectives, plausible solutions may more naturally reveal themselves. Make sure you have a firm grasp on what kind of solution best suits your needs. Be sure to include examples and resources that support each solution.

Proposed Solution 1	
Sources & Examples	
Pros	
Cons	

Proposed Solution 2	
Sources & Examples	
Pros	
Cons	

Proposed Solution 3	
Sources & Examples	
Pros	
Cons	

4. Implement your solution

Now that you have chosen a solution, consider questions such as, do any stakeholders (including you) need training in order to maximize your solution? Will you do a test run of your solution? Are there any technology, legal, or personnel considerations? Achieving success takes time, dedicated effort and a plan. As you work through your implementation it is a good time to review your project timetable to be sure you stay on track for success.

Stakeholder Agreed Upon Solution
Training Plan
Solution Test Run
Technology Considerations
Legal Considerations
Personnel Considerations
Actualize Solution

5. Track success, identify improvements, resolve issues

Measure and review your key metrics on a consistent basis. Seek regular feedback using tools such as surveys, focus groups, or reports. Return to your objectives and ask, "how well is my solution supporting my objectives?" Where possible identify improvements and resolve issues as they arise.

Evaluation Table			
Date	Criteria	Priority	Owner

6. Report, adjust, and scale

Now is the time to review your success, identify issues and what you need to grow. Creating a report on the results of your solution can help solidify lessons learned. Here you have a chance to identify and incorporate improvements and any tasks you need to grow or move forward.

6.1 Report – What went well, what went wrong?

6.2 Adjust – What needs to be changed?

6.3 Scale – What do you need to do to grow?

For more planning tools and resources, visit supportateverystep.com