

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 to be addressed. Once you have narrowed down the specific problem identify your objectives, again be specific, and consider the following: How do you define success? How will you measure it? Is your objective specific? What will be your evidence of an effective solution?

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
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2.3 Resources – Identify needed and existing 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. And while it may be easier to evaluate technology and identify possible weaknesses, it's equally important to assess non-digital solutions. 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?

Success Framework Checklist

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1. Define problem and objectives

- Define the problem
- Define the objectives
- Establish clear measurement criteria that match your objectives
- Define evidence of success

2. Define challenges, stakeholders, and timelines

- Identify internal and external challenges
- Identified internal and external stakeholders
- Identify needed and existing resources
- Create project timetable

3. Review and evaluate solutions

- Outline potential solutions
- Select solution

4. Implement your solution

- Gain stakeholders agreement
- Training plan in place
- Plan solution test run
- Identify technology considerations
- Identify legal considerations
- Identify personnel considerations
- Actualize solution

5. Track success, identify improvements, resolve issues

- Track and resolve issues
- Identify improvements
- Revisit measurement criteria
- Gather data
- Get feedback from stakeholders

6. Report, adjust, scale your solution

- Review what went right and went wrong
- Identify needed adjustments
- Identify growth needs

