ci4i checklist

	Goal	Mandatory Deliverables	Tool Options
initiate	1. Define the problem 2. Develop the charter 3. Get leadership support 4. Establish a project team	1. Project Charter	1. Start with Why 2. Stakeholder Analysis 3. Environmental Scan (STEEPLE) 4. Participation Framework 5. HARD Goals 6. SMART Goals
investigate	1. Understand the current state 2. Verify the problem statement 3. Understand root causes of current state issues	1. Current State Map 2. Root Causes Analysis	**Map Options:** • 8 Wastes • High level (9-step) • SIPOC • Detailed Process Map • Value Stream Map • Swim Lane Map • Empathy Map • Value Proposition Canvas • Business Model Canvas **Root Cause Analysis Options:** • Value Added Analysis • 5 Why • Fishbone • Bright Spot Analysis • Cause & Effect Diagram
improve	1. Develop recommendations for improvement	1. Business Case for Sponsor Approval	1. Brainstorming Tools 2. Affinity Diagram 3. PICK Chart 4. 5S Analysis 5. Mistake Proofing
implement	1. Fully implemented solution	1. Documented Results (Back of Charter) 2. Standard Operating Procedures for Future State	1. Back of Project Charter 2. Standard Operating Procedures 3. Change Management (ADKAR) 4. Decisive WRAP Framework 5. Switch Framework (Rider, Elephant, Path) 6. Who does What by When 7. Options Experiments 8. Lo-fi Prototyping 9. Project Kanban 10. Data Indicators 11. Resistance Framework 12. Feedback Grid 13. Lead with a Story