

IT WORKFLOW TEMPLATE

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1

DEFINITION

Define the process and assess the scope.

2

PREPARATION

Hold a kick-off meeting and assess the planning and organization.

3

ASSESSMENT

Interview relevant people, review documents, consolidate results, and determine priority level.

4

ANALYSIS

Perform a SWOT analysis, define potential improvements.

5

PRESENTATION OF RESULTS

Create a detailed report of results and present information to all relevant stakeholders, team members, and upper management.

6

CLOSURE

Hold closure meetings and perform a post-mortem analysis.

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