

How to Solve Any Problem in 5 Minutes









Presenter Information



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Agenda

Envisioning

Preparing

Planning

Developing

Delivering

Maintaining

Define the Problem

Solve the Problem









Envisioning Success

Define the Problem









What Counts?

- On Time
- Within Budget
- Complete Scope

INSTALLATION









What Counts?

- On Time
- Within Budget
- Complete Scope

- Business Objectives Met
- Human Objectives Met

INSTALLATION

IMPLEMENTATION









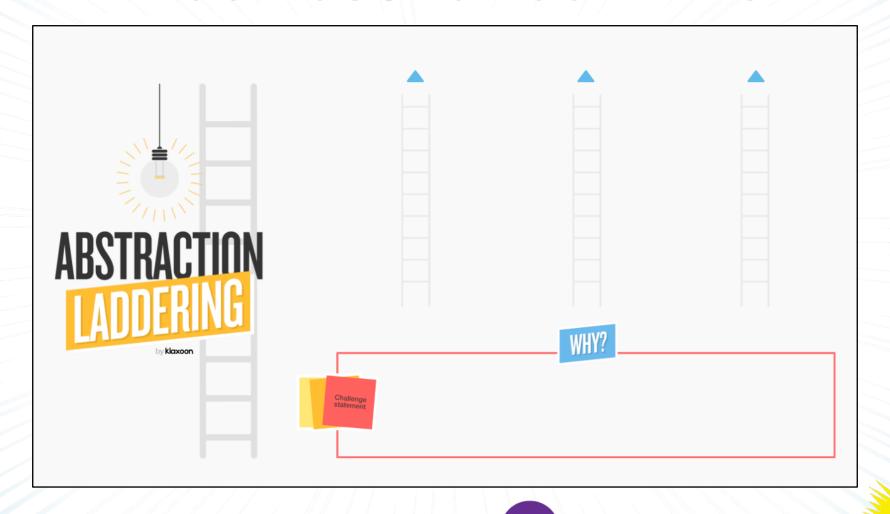






















Align Why











	Operational Metric	Client Metric	Employee Metric	Other
Component of Vision				
Component of Vision				
Component of Vision				







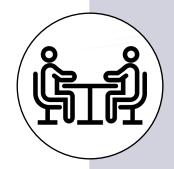




Align Why



Make it Measurable



Make it Meaningful









Preparing for Success

Define the Problem









Prepare your processes using SIPOC

- What is SIPOC?
 - Stands for:
 - Suppliers
 - Inputs
 - Process
 - Outputs
 - Customers
- A tool to visually show a process broken into components.
- Originated in the 1980s out of the Total Quality Movement.
- Can be leveraged to help develop new business processes.
- Can be used to demonstrate existing processes to new team members.









SIPOC Template

Suppliers	Inputs	Process	Outputs	Customers
Who supplies the process inputs?	What inputs are required?	What are the major steps in the process?	What are the process outputs	Who receives the outputs?
Supplier 1	Input 1	Step 1	Output 1	Customer 1
Supplier 2	Input 2	Step 2	Output 2	Customer 2
Supplier 3	Input 3	Step 3	Output 3	Customer 3
Supplier 4	Input 4	Step 4	Output 4	Customer 4
Supplier 5	Input 5	Step 5	Output 5	Customer 5







Recommended sequence to complete SIPOC template

5	4	1	2	3
Suppliers	Inputs	Process	Outputs	Customers
Who supplies the process inputs?	What inputs are required?	What are the major steps in the process?	What are the process outputs	Who receives the outputs?
Supplier 1	Input 1	Step 1	Output 1	Customer 1
Supplier 2	Input 2	Step 2	Output 2	Customer 2
Supplier 3	Input 3	Step 3	Output 3	Customer 3
Supplier 4	Input 4	Step 4	Output 4	Customer 4
Supplier 5	Input 5	Step 5	Output 5	Customer 5









Prepare your Processes — example 1: Brush your teeth

Suppliers	Inputs	Process	Outputs	Customers
Who supplies the process inputs?	What inputs are required?	What are the major steps in the process?	What are the process outputs	Who receives the outputs?
The store	Toothbrush	Place toothpaste on toothbrush	Clean gums and teeth	You do
Dentist	Toothpaste	Put water on toothbrush	Fresh breath	The people around you
	Water	Brush teeth	A sense of accomplishment	Dentist
	Knowledge of how to brush teeth	Spit out toothpaste		
		Rinse with water		









Prepare your Processes — example 2: Build a knowledge article

Suppliers	Inputs	Process	Outputs	Customers
Who supplies the process inputs?	What inputs are required?	What are the major steps in the process?	What are the process outputs	Who receives the outputs?
SME for writing a knowledge article	Knowledge of how to create a knowledge article	Go to CS hub	A consumable knowledge article	CS rep
Procedure for writing a knowledge article	Content for the article	Go to article template section	Experience of creating a knowledge article	Team leads
Business Process Owner for supplying content		Click New and select language		managers
		Enter template info		
		Click Save		









Prepare your Processes — example 3: Prepare a kickoff call

Suppliers	Inputs	Process	Outputs	Customers
Who supplies the process inputs?	What inputs are required?	What are the major steps in the process?	What are the process outputs	Who receives the outputs?
Management	Clear business objectives	Necessary pre-work	Team has knowledge of objectives	The team
SME of running kickoff calls	The necessary tools to achieve the desired work	Create meeting content	Team has tools to do the job	Management
	Appropriately skilled team members	Gather your people	Team has awareness of next steps	Strategic partners
		Have kickoff call	A team fully prepared to achieve X	
		Proceed to next steps		









Plan, Develop, Deliver, and Maintain Success

Solve the Problem









- OCM: Translate strategy to tactics
- **PM**: Create your processes

Plan









- OCM: Translate strategy to tactics
- PM: Create your processes

Develop

- OCM: Bring people along
- PM: Build and validate as you go

Plan









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- PM: Create your processes

Plan

Develop

- OCM: Bring people along
- PM: Build and validate as you go

- **OCM**: Detailed go-live checklist
- **PM**: Detailed golive checklist

Deliver









- OCM: Translate strategy to tactics
- **PM**: Create your processes

Plan

Develop

- OCM: Bring people along
- PM: Build and validate as you go

- **OCM**: Detailed go-live checklist
- **PM**: Detailed golive checklist

Deliver

Maintain

- **OCM**: Transition to lifecycle
- **PM**: Continuous learning









Final Thoughts



Seek an Expert











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