

## Product description

# Analysis report

These are the key features of our standard Analysis report.



We'll produce an Analysis report as part of our business process improvement service.

## Report contents



### Project definition

A short statement of the project's objectives and scope.

This gives the reader some context and makes the report self-contained—which is much better when you circulate it to decision-makers.



### Project approach

A summary of the work we've done to prepare the report, and any sources we've relied on.

We'll list:

- who we interviewed
- who provided us with walkthroughs, and
- the documents we reviewed



### Your current position

A summary of what we observed while talking to your team.

We'll include process diagrams if useful to illustrate how your team currently work.



### Our observations and recommendations

We'll list the areas that we feel could be most improved.

For each pain-point that we identify, we'll also tell you:

- the potential impact, and
- our recommendations.

## Purpose



*Flag-up potential areas for improvement*



*Briefly show you how you can improve processes*



*Provide best-practice guidance*



*Direct you to further information and advice*



*Give you the confidence to make improvements*



**MiddleStone**

Our recommendations may include:

- quick wins—small changes that can be implemented straight away, for very little cost.
- process changes
- new software that you can buy off-the-shelf—usually small standalone tools or add-ins to your existing systems.
- requirements to be considered when choosing a system
- directions to specialist advice, or
- any other suggestions



### Further information

We'll make sure you know how to contact us if you need any more information or support.



### Appendices

We include any additional information referred to in the main report.

## Sources



### Your process documentation

We'll ready any process documentation or training notes that you have.



### Conversations with your team

We'll sit with your team and discuss their day-to-day work.

## Customisation

The Analysis report can be customised to suit your needs.

We'll list any changes we've agreed to in our proposal document.

## Format



*PDF file*

## Related services

You can also add this report as an optional upgrade to:



*Process mapping*



*Requirements gathering*



*Software selection*