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**AKADVISORY PARTNERS LLC**  
**Unlocking Real Value**



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**AK Advisory Partners LLC**  
**Business Transformation**  
**Process**

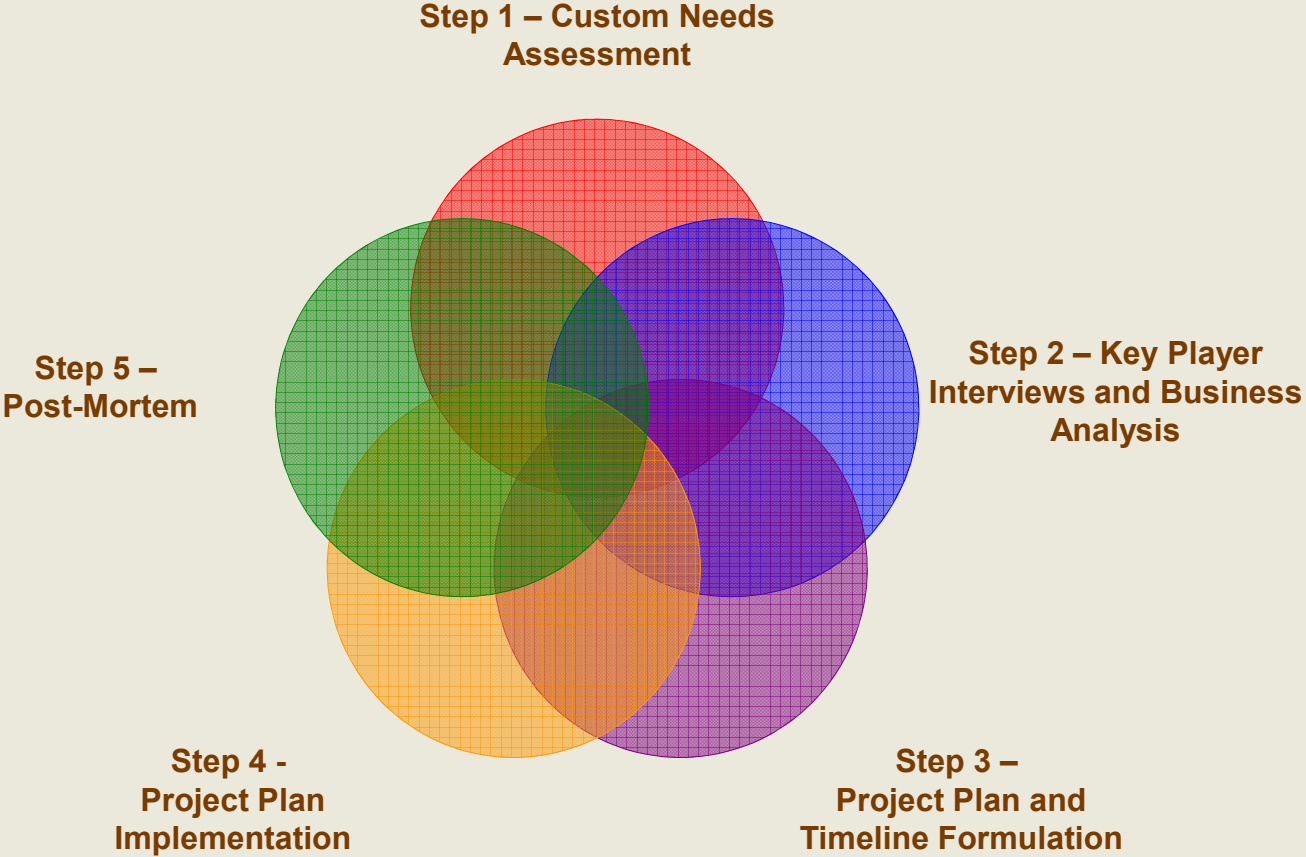
**Strategy**

**Structure**

**Training**



# AK Advisory Partners LLC Business Transformation Process



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## Step 1

### **CUSTOM NEEDS ASSESSMENT**

- Conduct organizational meeting with sponsor and other internal partners
- Reaffirm understanding and scope of project / identify key participants
- Gather and analyze detailed business and competitive information
- Organize preliminary Project Team
- Develop and disseminate project-specific data gathering questionnaire

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## Step 2

### **KEY PLAYER INTERVIEWS AND BUSINESS ASSESSMENT**

- Review completed questionnaires with Project Team members <confidential>
- Gather additional information / reorganize Project Team as necessary
- Repeat Steps 1 & 2 with any Project Team members added during this step
- Clarify project goals and deliverables with sponsor

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## Step 3

### **PROJECT PLAN AND TIMELINE IMPLEMENTATION**

- Define scope and deliverables of project in detailed draft Project Plan
- Complete proposed project Timeline
- Communicate Project Plan and Timeline to sponsor and Project Team
- Revise / finalize Project Plan and Timeline based on feedback and organizational needs

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## Step 4

### **PROJECT PLAN IMPLEMENTATION**

- Commence Project Plan implementation
- Communicate progress with Project Team and sponsor on an on-going basis
- Adjust Project Plan and Timeline as necessary, and communicate changes
- Drive project to completion
- Deliver results in agreed upon format

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## Step 5

### **POST-MORTEM**

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- Meet with key stakeholders to assess the overall success of the project
  - Was the project completed on time?
  - Hindsight – could anything have been done differently?
  - What are the implications of the project for the organization?
- Identify next steps as appropriate
- Provide written summary and analysis

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**K**

***Andrew Klausner, Founder and Principal***

*andy@akadvisorypartners.com*

***T 617.990.6894***

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*www.akadvisorypartners.com*