# CIO ASAP Consulting
National Sales and Client Services

*Fortune 100 "ASAP" C-Level Strategy and Solutions Power Sessions - Agenda*

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| Session Agenda | Details and Deliverable Result/Work Product | Duration |
|---|---|---|
| **Introductions & Validation of Objectives** | **Intro:** Identify all participants and their roles within each organization. **Objective:** Ensure **agreement** re: the meeting's goals and objectives. | 10 min. |
| **Problem Statement and Business Drivers** | **Problem:** What is the key business, functional or technical problem? What is the problem's **root cause**? What historical issues are at play? **Business drivers:** What [mission-critical] business forces are driving the need for a solution? *Save costs, reduce expenditure, boost sales, increase profitability, better utilize assets, foster growth, satisfy clients.* | 10 |
| **Scope & Success Criteria** | **Scope:** What exactly are we trying to solve? What is in/out of scope? **Success:** How will we know it is **solved**? How do we gauge success? | 15 |
| **Business, Functional and Technical Requirements** | What is required of the solution from a business, functional and /or technical point of view? Key decision makers/sponsors/stakeholders? | 20 |
| **Guiding Principles and Design Objectives** | What good characteristics/guiding principles must the solution have? What objectives must the proposed solution meet? *Incl. compliance.* | 15 |
| **Business & Technical Constraints** | What tools/resources do we NOT have to solve the problem today? What is NOT working/constrains our ability to solve problems today? *What is working? Focus on People, Processes and Technology!* | 15 |
| **Brainstorming and Envisioning Solution(s)** | **Solution:** As a team, the CIO ASAP Consulting expert facilitator and the client brainstorm 3 viable solutions that meet all the identified requirements and objectives. Narrow down to the very **best**! *One only.* | 20 |
| **Current State Analysis, Cost of Maintaining the Status Quo, and Reuse Cost Savings** | What is the current state? What is the cost of **NOT** fixing the problem? **Cost savings:** Which **solution** key components do we already have? Can we re-architect and leverage them to **save or reduce our costs**? | 25 |
| **Gap Analysis and Opportunity Identification** | **Gap analysis:** What's the delta between the best solution and current state? How do we **eliminate** it? **Opportunity costs** if we do **nothing**? *Add status quo costs/losses. Justify business case. Low hanging fruit?* | 30 |
| **Approach, Prioritization and Next Steps** | **Approach:** Roadmap, phases, milestones, dependencies, priorities? What are our specific next steps/action items? Who is responsible? | 20 min. |

# Questions?

Please feel free to email any questions to your CIO ASAP Consulting C-level or senior executive expert facilitator at executive@cioasap.com, or call the main CIO ASAP Client Services hotline at (877) CIO-EZ-IT [246-3948], and select menu option #2 for National Sales and Client Services (extension 503 direct).