

InnoWise®

Process Mapping checklist



How to use this checklist:

- Use it for self-reflection—not as a diagnostic or performance assessment.
- Respond based on the work actually completed, not the project plan.
- Use your responses to reflect on the project context and guide further discussion.
- When used as part of a Trust Analyser™ process, responses help align the questions with the relevant project phase and compare stakeholder perspectives.
- Remember that work may be occurring across more than one phase.

Ready to explore your project further?

- Complete the *Rethink Performance Video Sprint* to gain access to your personalised InnoWise® Project Pulse.

PROJECT _____
DATE / /

STEP 1: FORM

- The FORM phase of the process is about initiation and identification related to the idea and the problem that it is solving and the resources and knowledge aspects that will be needed.
- The creation of the solution or the new knowledge has not yet commenced.

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| ☐ A problem worth solving has been identified | ☐ A problem worth solving has been identified |
| ☐ A project has commenced to examine the problem in more detail | ☐ A knowledge gap to implement the solution has been identified |
| ☐ A potential solution the knowledge goal has been identified | ☐ Potential collaborators that could fill the knowledge gap have been identified |
| ☐ The players assisting developing or using the solution have been identified | ☐ Resources required to complete the project through each of the four phases of its development have been identified |

STEP 2: CREATE

- The CREATE phase involves development, creation and testing to make ready for the next ADOPTION phase.
- The new knowledge is being created and starts to be transferred among participants, including collaborators. New knowledge objects (manuals, training objects, drawings) are being developed and tested.

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| ☐ The solution is being developed. | ☐ Knowledge sharing between collaborators has commenced |
| ☐ The solution is being tested. | ☐ The new knowledge has been checked and tested and is ready for the implementation phase |
| ☐ The knowledge objects are being or have been developed. | ☐ The solution has been checked and tested and is ready for wider implementation |
| ☐ The knowledge objects are being tested | |
| ☐ The collaborators are on board and work is underway | |

STEP 3: ADOPT

- The ADOPT phase involves implementation and transfer of the solution and new knowledge.
- The implementation component relates to the use of the solution created to solve the problem.
- The transfer component relates to the new knowledge aspects.

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| ☐ The solution has been developed and tested and is ready for a wider audience | ☐ The new knowledge is being transferred to a wider audience |
| ☐ The solution is being made available to more than one test case | ☐ Feedback is starting to be received but not yet acted upon |
| ☐ The knowledge objects are complete, tested and ready for a wider audience | |

STEP 4: CRITIQUE

- The CRITIQUE phase of the process involves feedback and realisation.
- Feedback relates to the solution created to solve the problem.
- Realisation relates to the new knowledge that has been created throughout the organisation or community.

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| ☐ Feedback is being or has been received on the solution. | ☐ A new problem that is worth solving has been identified |
| ☐ Feedback is being or has been received on the knowledge objects. | ☐ An improvement to the solution has been identified. |
| ☐ Feedback is being or has been collated. | ☐ A new benefit from the new knowledge for our organisation or customers has been identified |
| ☐ Feedback has been critiqued. | ☐ An improvement to the knowledge objects has been identified. The knowledge objects are being utilised. |