

# Firm Foundation



**Catapult Systems**

The Microsoft Consulting Company

# Laying a firm foundation for your project's success

Driving change within an organization can be challenging. Perhaps you have identified a needed business process or technology improvement, but aren't sure where to begin. It could be you face conflict across departments or management on how to address the change. Or maybe it has been difficult to create momentum for the solution your organization has agreed upon. Catapult Systems' proven Firm Foundation approach can help you overcome these issues. Firm Foundation positions your organization to fully understand the business problem and solution needs before beginning your project. Your key stakeholders are then able to make well-informed decisions about how to move forward with the project and develop a solution that will be a strategic asset for your organization.

Firm Foundation's key benefits include:

- Defining key business objectives and high-level requirements for the application or process
- Quickly building a shared mindset among key stakeholders on those objectives and requirements
- Accelerating timeframe and reducing the cost of developing an implementation plan and estimate

## Project Success

According to industry analysts The Standish Group, there are five key success factors that inform a project's success—the same criteria Firm Foundation helps your organization address:

- *Executive Support:* Building executive sponsorship is a key component of Firm Foundation. Our team works with the executive sponsor from project outset to ensure clear alignment with business priorities and communication to Firm Foundation participants.
- *Confidence Level:* The workshop phase of Firm Foundation generates buy-in among key stakeholders across your organization, by helping them develop consensus around core issues, resulting in cross-organizational project support.
- *Experienced Project Management:* With 13 years experience, we can be counted on to guide you through the project definition and planning phases using lessons learned by other organizations so that you avoid pitfalls.
- *Clear Business Objectives:* A common understanding of business objectives and how the project applies is developed during the workshop step, positioning your project to serve as a future asset to your organization.
- *Managed Scope:* Firm Foundation deliverables include a definition of project scope, including key capabilities, project phasing, assumptions, project plan and cost estimate, providing a baseline to better manage your project.

## Firm Foundation Methodology

The Firm Foundation process was developed and refined in collaboration with Catapult Systems clients. It is a three-step process centered on a facilitated workshop with key stakeholders. The entire process takes one to three weeks, depending on the project scope and stakeholder availability. Catapult will tailor the time and deliverables to meet your project's objectives.



### *Step One: Analysis*

Here, we work with you to develop a solid understanding of your project's business context. Activities include an executive sponsor meeting, review of current business processes and information systems, and workshop planning and preparation.

### *Step Two: Workshop*

In a Catapult-facilitated workshop, key stakeholders spend one to three days to establish a common understanding of business objectives, the current state, the desired future state and priorities.

### *Step Three: Documentation and Planning*

At the end, you receive a written summary of the workshop findings that includes project vision, scope and limitations, and business case. In addition, you also get a project plan and cost estimate that is typically within a +/- 20% level of accuracy.

In less than three weeks, your organization will have a firm foundation for change, with your organization positioned for a successful, cost-effective project implementation.



# How can we help you?

Contact us at 1-800-528-6248 or [info@catapultsystems.com](mailto:info@catapultsystems.com)