

Dynamic process model seven_steps®

step	content	keywords	plan	actual
	Analysis of the current state Develop the target setting and the process definition including the functional workflow.	• Analysis, SWOT, Canvas • Regulation actual • Processes actual		
	Align the vision & strategy Check the analysis (step 1) with the current vision and strategy. Find the balance between them and set up the vision for the new process target.	• Interviews management team • Vision • Strategy, policy		
	Main operation – content Educe the principles for the structure and define the process model. Coordinate the internal and external interfaces. Check the process of the vendors and the standard of your industrial sector.	• Main activities • Presentation contents • Define goals • Resources • Software / tools		
	Involve your staff & define the process Involve your staff actively and optimize your process – work out the process documentation (workshops, group meetings). Get the approval of the management team.	• Workshop employees • Development of process content including software • Goals, planning		
	Main target setting for the process – content Complementing/developing systematic controlling as the basis of corporate management. Creation of clear and consistent targets. Determining the key figures for the processes and the company.	• Define target figures • Define and adjust key figures • Assign improvements		
	Apply the process and use it Prepared and decided content introduce, implement, adjust, remove. Data discovery and data analysis for operational improvements.	• Introduction, deployment and use • Measure, evaluate • Start improvement		
	Assessment As a quality check the approval intern or by a 3 rd party. The external perspective will challenge the organization and foster an additional gain.	• Audit, evaluation management team • Measures • External control		