

App Stack Project Worksheet

Business overview	
Industry:	
Number of team members:	
Annual turnover:	
Number of offices / branches / warehouses:	
Number of suppliers:	

Your objectives
<p>What do you want to achieve by implementing an app stack? <i>Consider wants vs needs.</i></p>
<p>What could prevent you from achieving this? <i>E.g. team skills, time, preparedness for change, etc.</i></p>

Your systems and processes
<p>What systems and tools do you currently use? <i>Include any manual processes and Excel spreadsheets.</i></p>
<p>What are the high-level processes or functions that need to be covered by your app stack?</p>
<p>What challenges exist within your current systems and processes?</p>

Your systems and processes

What opportunities exist within your current systems and processes?

Measures of success

How will you know when your objectives have been achieved? *These should be measurable outcomes.*

Who will be accountable for determining progress? How will this person be held accountable?

Who else will be involved in or impacted by the project? *Internal and external.*

Value to you

What tangible benefits will your business obtain as a result of achieving your objectives?

What tangible benefits will you personally obtain as a result of achieving your objectives?

Timing and budget

When would you like to start this project?

When would you like to complete this project by?

Timing and budget

Are there any commitments that will impact the timing of this project?

What is your budget for this project?

Next steps

What are the first three actions you'll take to ensure you meet your objectives?

1.

2.

3.

What support or accountability do you need to implement your app stack project?