

As-Is vs To-Be

Where do you start?

Most experts will tell you that you always need to start mapping out the As-Is process. But is that always the case?

Sometimes, you can save yourself a lot of time by jumping straight into the To-Be. This simple guide helps you decide which is right for you.

Ask yourself the following questions before making a decision.

01

Are you mapping a process for a process library, or as part of an improvement project?

If this is for a process library then definitely map the As-Is. For an improvement project, go on to the next question.

02

Has this process been documented before?

If this is already documented, you may not need to map the As-Is, however, make sure you know the answer to the following question.

03

How up-to-date is it?

Check the existing documentation with stakeholders, is it accurate? If not, you'll need consider more information before deciding.

04

How well do you understand the current problems?

If this is part of an improvement project, does everyone describe the problems in the same way? Does it seem like there are lots of different problems? If people cannot clearly articulate the problem, or everyone describes a different problem, it suggests the problem isn't understood. This means you may need to map the As-Is to align everyone.

05

Are all the risks understood?

What are all the things that could go wrong in making this change? If no risks have been identified, mapping the As-Is will help identify and design mitigations to ensure they don't happen.

06

Is this going to result in a significant change for stakeholders?

If things are going to change a lot, you'll need to perform a gap analysis to plan for that change. To do this, you'll need to know the As-Is so you can compare it to the To-be to plan your changes.

Often mapping the As-Is process is a chance for you to get to grips with the needs and objectives of the team.

One issue is often the time it takes when you could be getting on with the To-Be. If that's the case, consider the tool you are using. It doesn't need to be a lengthy process. Mapping out the As-Is helps you really engage with your collaborators. You can use a cloud based tool like Liberty Spark to map out the process in the workshop and get everyone to sign off on it before you move on to your future plans.