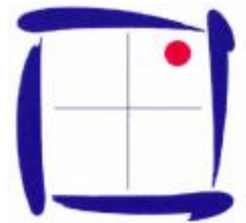


# Situation Analysis



## What is the Current Situation?

Do you understand the way in which your organisation really works? Do you fully understand those processes and events that bring success and those that lead you to fail?

Many senior executives will answer “Yes” to those questions. But if that is really the case, why is it that those same executives still promote activities which lead to failure, or, at best, levels of success that are less than were expected?

To understand the current situation you need to be able to distinguish between facts and opinions impartially - without bias and without personal agendas getting in the way.

## What Does Situation Analysis Mean?

Situation Analysis involves a two-part review of the processes within your organisation from “End-to-End”.

**Firstly** the structure of your most important processes are determined. The inputs and outputs are clearly described and the statutory guidelines that you must meet are determined.

These can now be compared against “best practice”

**Secondly** the quantitative effect of those processes on your outputs are determined. You determine the outputs from this analysis prior to the work beginning.

Examples are:

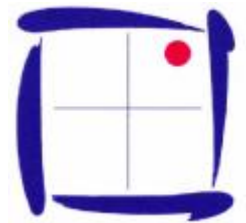
- Ø Determining why the estimated profits from the sales orders input differ from the profit realised when the service or product is delivered.
- Ø Understanding where delays are happening in the process of delivery and why.

## Why Perform an “End-to-End” Situation Analysis?

Before you start to implement improvement programmes you need to be certain which elements are really broken and which could be improved with some help. You need to understand which processes are benefiting you and which are hindering.

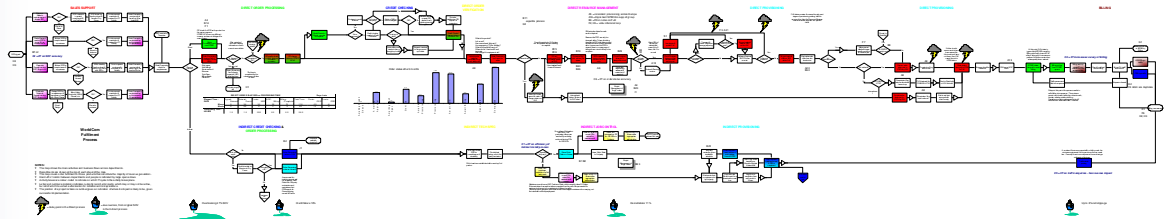
By looking at your organisation from “End-to-End” you see yourselves as your customers see you. When you understand that view you are in a much better position to develop action plans for improvement that will really affect your performance in the eyes of those that really matter.

# Situation Analysis



## How do we tackle Situation Analysis

1. We help you to define your objectives clearly
2. We discuss your objectives and obstacles to success with your senior managers
3. We will analyse what is really happening now, not what you believe should be happening by talking to those people who actually run the business from day to day
4. We interview staff at the workplace and observe what happens rather than relying solely on being told
5. We collect data and organise it to reflect the activities of your business
6. We report our findings and recommendations in a way that is understandable by everybody in the business
7. Our recommendations give you a “route map” for improvement
8. We conduct a workshop for the top team to consider the findings and plan the way forward
9. We can help you to implement improvements or redesign processes, if you require it (or train your own people)



## Why Should You Talk to ValueAdding.com?

- ✓ ValueAdding.com consultants are impartial, expert practitioners in Situational Analysis and Organisational Improvement.
- ✓ We can help you to decide what the real problems are. Our work will show you how to get the “biggest return on any investment of your time”.
- ✓ We work quickly and transfer our skills and knowledge to your people so that improvements continue after we have left.
- ✓ We address the root cause not the symptom and we have a track record in this area with many satisfied clients including The National Blood Service, MCI, Ealing Borough Council, Messier Services and Norwich Union Life.