

# Set up mission tool

Mission identification:

## **Mission 1 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

*Why is the issue to be explored, resolved or addressed?*

*When is the issue to be explored, resolved or addressed?*

*What is the issue to be explored, resolved or addressed?*

*Who will explore, resolve or address the issue?*

*Where is the issue to be explored, resolved or addressed?*

*What equipment/info is needed to explore, resolve or address the issue?*

*How will decisions be made during the Linked Mission?*

*What would happen if the issue was not explored, resolved or addressed?*

*What would a successful outcome of the Linked Mission look like?*

*Which standards, regulations and laws do you need to be aware of?*

# Info mission tool

Mission identification:

## **Mission 2 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

*How will your Change-mapping information be saved?*

*How will your Change-mapping information be categorised?*

*How will your Change-mapping information be distributed?*

*How will your Change-mapping information be updated?*

*How will your Change-mapping information be archived?*

*How will your Change-mapping information be deleted?*

*How will your Change-mapping information be secured?*

*How will your Change-mapping information be recreated?*

*How will your Change-mapping information be migrated?*

*Does your Linked Mission have any special requirements from the Library?*

# Big Picture mission tool

Mission identification:

## **Mission 3 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

What is the enterprise trying to address?

What are the key factors which affect the enterprise?

Who are the key stakeholders in the enterprise?

What is valued within the enterprise?

What is the stakeholder's vision for the enterprise?

What factors affect the overall enterprise?

What are the laws, standards and regulations for the enterprise?

What are the success criteria for the enterprise?

How does the issue raised relate to the overall enterprise?

How does the issue raised support the enterprise?

# Purpose mission tool

Mission identification:

## **Mission 4 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

What is the purpose of your organisation?

Where in the enterprise does the organisation position itself?

How does the enterprise shape your purpose?

How does your purpose consider social and global concerns?

How does your purpose inspire personal commitment by staff members?

How is your purpose simple and easy to apply in practice?

How does your purpose provide clear guidelines to manage change?

How does your purpose support and align with the enterprise?

How will resolving your issue demonstrate your organisation's purpose?

How does the issue raised support your organisation's purpose?

# Work mission tool

Mission identification:

## **Mission 5 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

What are the key factors which affect your organisation?

Who are the key stakeholders inside your organisation?

What is valued within the organisation?

Who does what and how within your organisation?

What physical, virtual, relational and aspirational assets does the org. use?

What are the barriers that impede you completing tasks?

How does the issue raised, relate to the overall organisation?

How does the issue raised, improve your organisation's effectiveness?

Does your organisation have the capabilities to resolve the issue?

Does resolving the issue support your organisation, purpose and the enterprise?

# Change mission tool

Mission identification:

## **Mission 6 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

What needs to change within the organisation (*Physical*)?

What needs to change within the organisation (*Virtual*)?

What needs to change within the organisation (*Relational*)?

What needs to change within the organisation (*Aspirational*)?

What can change and what can't within the organisation?

How will the issue raised bring effective change?

What are the barriers to instigate the proposed change?

What are the unexpected consequences of the proposed change?

How do you feel that you should resolve the issue, based on our research?

What needs to change? When, Where, Who? Available initial budget?

# Options mission tool

Mission identification:

## **Mission 7 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

*What are the key areas that need to be solved?*

*What are our options to bring about the desired change?*

*What is a mild option and what is a wild option to bring change?*

*Is our chosen option: technology led or user led?*

*If the solution failed, how would we do disaster recovery?*

*If one part of the solution failed, how would it affect the rest of the solution?*

*What are the potential benefits of your proposed option?*

*Who will produce a final resolution, and what skills they will need?*

*What are the potential consequences of your chosen option?*

*Which option do you want to choose?*

## Far Future mission tool

Mission identification:

### **Mission 8 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

*How long is the solution to your issue intended to last?*

*What happens after that time (see above)?*

*How will your solution be Decommissioned, Disassembled or Replaced (DDR)?*

*Who, what, what budget, when, where, how would the DDR be done?*

*What issues might arise trying to complete DDR?*

*How would you DDR a resolved issue?*

*What kind of records would you keep to assist with DDR in the future?*

*How would you transition from the old to the new?*

*What skills would be required to do DDR?*

*How might DDR influence the design of your solution to your issue?*



# Plan mission tool

Mission identification:

## **Mission 9 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

*What skills, people, equipment, materials do you need to enact the final plan?*

*How will you partition the enactment? (For example who is doing what, when, where?)*

*What is a breakdown of the tasks needed to enact the plan?*

*What are the dependencies? (For example, what needs to be done first?)*

*What is the budget for the enactment? (For example costs and timings)*

*How do you keep all involved on track? (For example people keep a global focus)*

*What happens if one part of the plan fails, how will it affect all the other parts?*

*How will you enact the plan? (In stages, in one stage? How long for each stage?)*

*How will the solution be announced, designed, built and stored?*

*Describe the initial plan you have devised to resolve your issue.*

# Test mission tool

Mission identification:

## **Mission 10 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

*What might cause part of the solution to fail?*

*What is your back-up plan or Plan B if the solution fails?*

*How can you test all parts of the solution work together, is there a weakest link?*

*If the solution did fail, how would you maintain business continuity?*

*If the solution failed how would you do disaster recovery?*

*If one part of the solution failed, how would it affect the rest of the solution, ripple effect?*

*What happens if one part of the plan fails, how will it affect all the other parts?*

*If the solution did fail, how would you know that it was failing?*

*What might inform that the solution was failing and overloaded?*

*What are unexpected consequences of the solution failing or succeeding?*

# Enact mission tool

Mission identification:

## **Mission 11 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

*Do you have start-up plans for your enactment?*

*Do you have the ability to record the enactment taking place?*

*Is the plan working in real world conditions?*

*Is the equipment, materials and location working as expected?*

*Do the people enacting the mission have the right skills?*

*Is there good leadership?*

*Is there sufficient information in real time?*

*Are there unexpected events (good or bad) happening during the enactment?*

*What is the sign that the issue is resolved?*

*Is the issue staying resolved?*

# Review mission tool

Mission identification:

## Mission 12 of 13 *Answer all questions using Change-mapping techniques (Book1, page 18).*

*How long after the issue is resolved will the review take place?*

*How was the issue successfully resolved?*

*How was the plan effective or did you have to adapt the plan?*

*How did you stay true to the enterprise's and organisation's vision and values?*

*How might the enactment change if it was scaled up?*

*What would you do differently if the enactment was repeated?*

*How have stakeholders embraced the change brought about by the issue's resolution?*

*How did the equipment, materials and location perform during the enactment?*

*How did the people involved with the enactment perform?*

*Describe if there was enough time, money and information available.*

# Wrap-up mission tool

Mission identification:

## **Mission 13 of 13** Answer all questions using Change-mapping techniques (Book1, page 18).

*How long after the issue is resolved will the Linked Mission review take place?*

*How was the issue successfully resolved?*

*How effective was the Linked Mission?*

*How did you stay true to the enterprise's vision and values?*

*How might the enactment change if it was scaled up?*

*What would you do differently if the enactment was repeated?*

*How have stakeholders embraced the change brought about by the issue's resolution?*

*How did the equipment, materials and location perform during the enactment?*

*How did the people involved with the enactment perform?*

Describe if there was enough time, money and information available.

# Upkeep mission tool

Mission identification:

## **Special Mission** Answer all questions using Change-mapping techniques (Book 1, page 18).

*What is the product or service that needs to be maintained and why?*

*What should the product or service be doing, when working well?*

*What do you have in place to tell you when it isn't working well?*

*How are you monitoring the product/service for potential issues?*

*What might cause the product/service to fail?*

*What redundancies do you have to keep the product/service going in difficult conditions?*

*At what point would you decide to not maintain the product or service?*

*What equipment is required to maintain the product or service?*

*Which people and skills are required to maintain the product or service?*

*Describe if there is enough time, money and information available?*