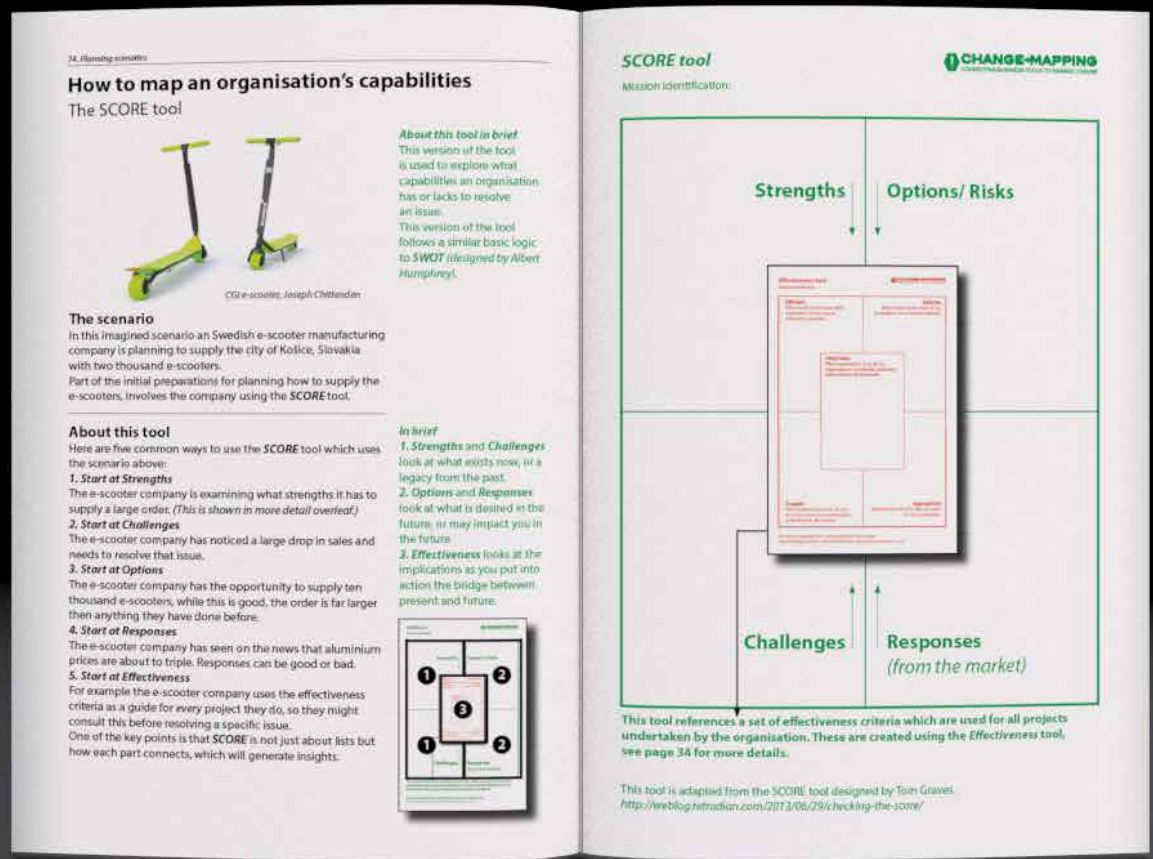
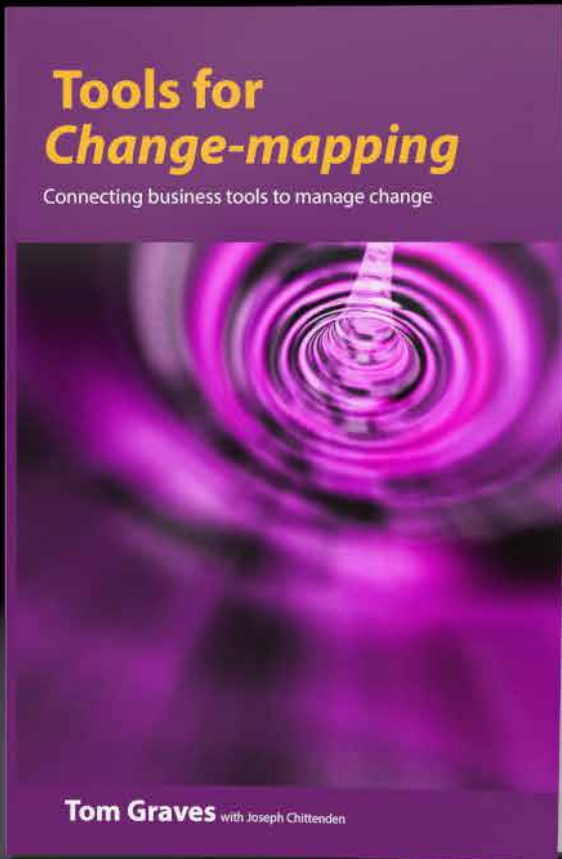
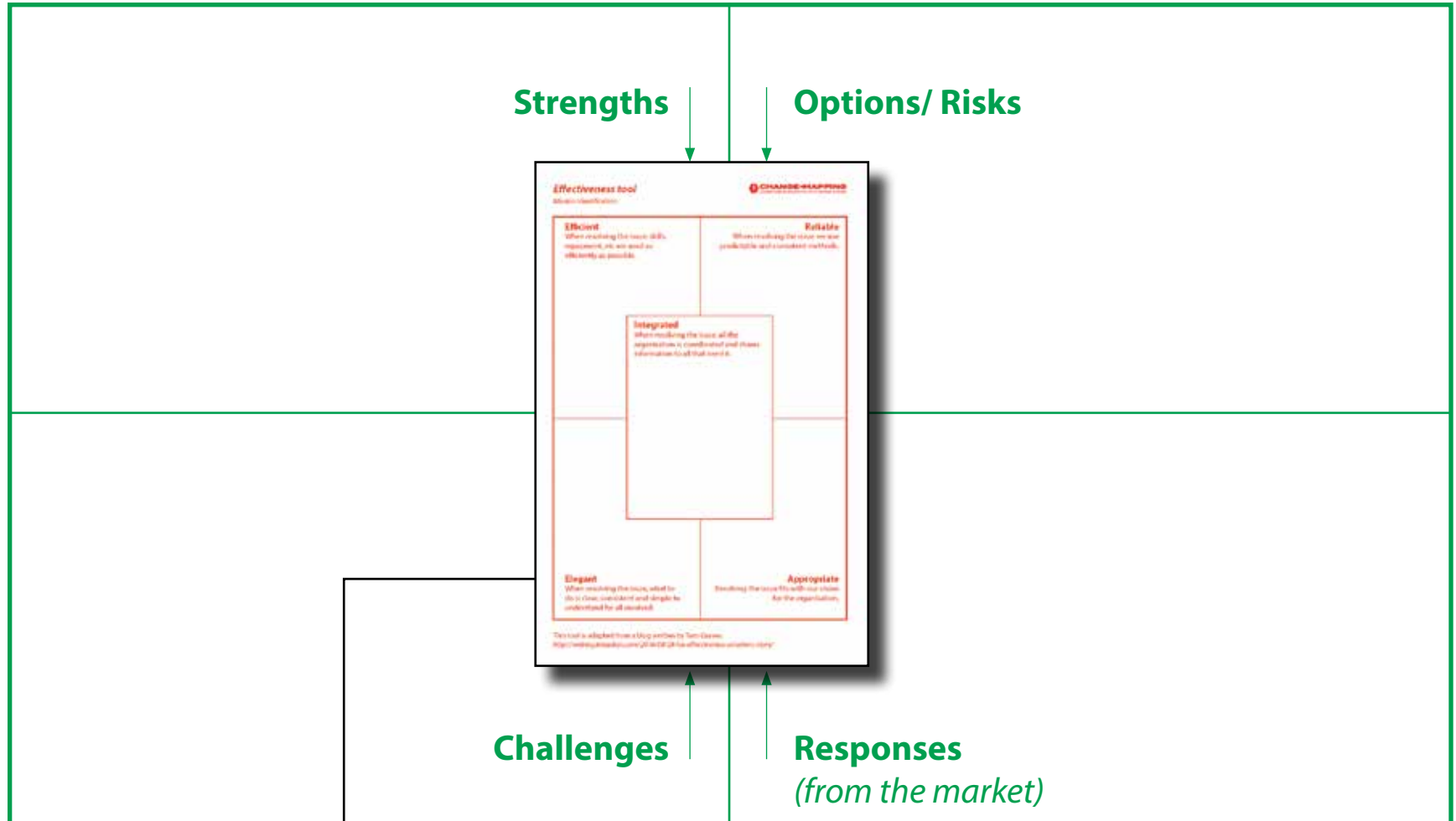


Blank Plan tool-sheets

For instructions about how to use these tools see the *Tools for Change-mapping* book



Mission identification:



This tool references a set of effectiveness criteria which are used for all projects undertaken by the organisation. These are created using the *Effectiveness tool*, see *Tools for Change-mapping*, page 34 for more details.

See *Tools for Change-mapping*, page 74 for instructions.

This tool is adapted from the SCORE tool designed by Tom Graves.
<http://weblog.tetradian.com/2013/06/29/checking-the-score/>

Where to start tool

Mission identification:

<i>What are you trying to resolve?</i>
<i>Why does it need to be resolved?</i>
<i>When does it need to be resolved?</i>
<i>What are the deliverables?</i>
<i>What information is required?</i>
<i>What skills are required?</i>
<i>What equipment is required?</i>
<i>How does this support our brand?</i>
<i>Where will it be resolved?</i>
<i>What could go wrong?</i>
<i>What is the budget to resolve the issue?</i>
<i>What safety measures are in place while resolving the issue?</i>
<i>Who will resolve the issue?</i>
<i>How will the resolution be stored, eg information, product</i>
<i>What needs to be done first and in what order</i>

SCAN tool

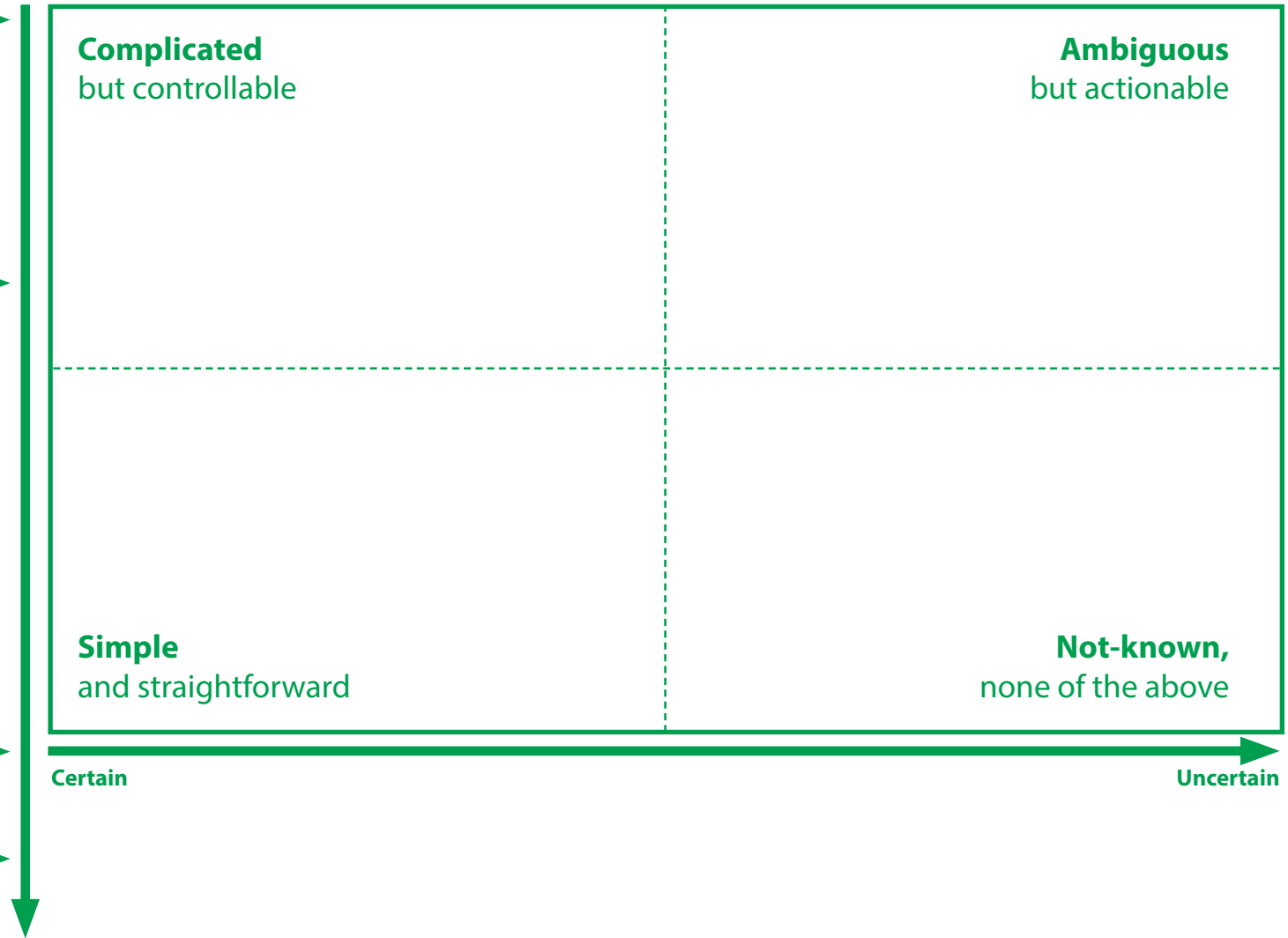
Mission identification:

Before the issue is resolved

Planning how to resolve the issue

Now the issue is being resolved

After the issue is resolved



See *Tools for Change-mapping*, page 82 for instructions.

This tool is adapted from the SCAN tool designed by Tom Graves.
<https://leanpub.com/tp-scan>

Tool finder tool

Mission identification:

1. What do you need your tool to do?

Write specification then go to 2, if you can not, then go to 15.

2. Do you know if a tool exists which meets your needs?

If yes go to 5, if you do not, then go to 3.

3. Do you know how to find such a tool?

If yes find the tool and then go to 5, if you do not know then go to 4.

4. Can you ask an expert or find out such a tool on the internet/book/etc?

If yes, obtain information and go to 2, if you can not, then go to 15.

5. Do you know what information is required to use the tool?

If yes, obtain information and go to 6, if you do not know, then go to 14.

6. Do you know what skills are required to use the tool?

If yes, obtain information and go to 7, if you do not know, then go to 14.

7. Do you know what equipment is required to use the tool?

If yes, obtain information and go to 8, if you do not know, then go to 14.

8. Do you know what location is required to use the tool?

If yes, obtain information and go to 9, if you do not know, then go to 14.

9. Do you know what much time do you need to use the tool?

If yes, obtain information and go to 10, if you do not know, then go to 14.

10. Do you know what could go wrong while using the tool?

If yes, obtain information and go to 11, if you do not know, then go to 14.

11. Do you know what is the budget required to use the tool?

If yes, obtain information and go to 12, if you do not know, then go to 14.

12. Do you know a way to record the tool being used for future reference?

If yes, obtain information and go to 13, if you do not know, then go to 14.

13. Do you know who will use the tool?

If yes, obtain information and go to 16, if you do not know, then go to 14.

14. Can you ask an expert or find out on the internet/book/etc?

If yes, obtain information and go to 2, if you can not, then go to 15.

15. If you fail to find the information you need, try adding more detail to the specification, see the instructions about tools which can help.

16. Add any other steps you require before using the tool you are about to use, and then use it!