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CxO ASAP Consulting

National Client Services

[Fortune 100 C-Level Strategy and Solution Session](#)

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Agenda	Details - Deliverables	Duration
Introductions & Validation of Objective	<u>Intro:</u> identify all participants and their roles within each organization. <u>Objective:</u> ensure all are in agreement re: meeting's goal & objective.	10 min.
Problem Statement & Business Drivers	<u>Problem statement:</u> what is the key business, functional or technical problem/issue? What is the root cause of that key problem/issue? <u>Business drivers:</u> what forces are driving the mission-critical need for a business solution? <i>Save costs, reduce expenditure, boost sales, increase profitability, better utilize assets, foster growth, satisfy clients!</i>	10
Scope & Success Criteria	<u>Scope:</u> what exactly are we trying to solve? What is in/out of scope? How will we know when it is fully solved? How do we gauge success?	15
Business, Functional & Technical Requirements	What is required of the solution from a business, functional and /or technical point of view? Key decision makers/sponsors/stakeholders.	20
Guiding Principles & Design Objectives	What good characteristics/guiding principles must the solution have? What objectives must the proposed solution meet? <i>Incl. compliance.</i>	15
Business & Technical Constraints	What tools and resources do we NOT have to solve the problem? What has NOT worked in the past or constrains ability to solve today? <i>What has worked? Focus on People, Processes and Technology!</i>	15
Brainstorming and Envisioning Solution(s)	<u>Solution:</u> As a team, the CxO ASAP expert facilitator and key client decision makers brainstorm 3 viable solutions meeting all identified requirements and objectives. Narrow down to the very best! <i>One only.</i>	20
Current State Analysis and Cost Savings	<u>Realistically,</u> what is the current state? What is it costing us, approx.? <u>Cost savings:</u> which key components of the best solution do we already have? Can we leverage them without any systems spending?	25
Gap Analysis & Opportunity Identification	<u>Gap analysis:</u> What is the delta between the vision (solution) and our current state? What needs to be done to eliminate it? Opportunity cost of doing nothing/status quo? <i>Justify business case. Low hanging fruit?</i>	30
Approach, Prioritization and Next Steps	<u>Approach:</u> Roadmap, phases, milestones, dependencies, priorities! What are the specific next steps/action items? Who is responsible?	20 min.

Any Questions?



Please feel free to email your CxO ASAP Senior Executive C-Level facilitator via email at executive@cxoasap.com or contact your local CxO ASAP National Client Services director.

