

PAPER PROCESS *Summary*

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IN BRIEF

The Paper Process represents the stages and steps that lie ahead of getting anything formally agreed.

From NDAs to MSAs.

PROCESS

Aligned with the Decision Process what are all the layers of Paper Process that exist between VOC and obtaining a signed contract?



PEOPLE

For each step of the process, who are the people who are required to approve each stage? Are they aligned with the Go Live Plan?



TIMING

There needs to be a timeframe around the Paper Process. Tied to the compelling event and aligned with the Go Live Plan.



YOU NEED PAPER PROCESS BECAUSE

- You cannot accurately forecast without fully understanding it
- Being in control of the stages and stakeholders radically reduces the amount of risk in your deal
- In many instances your customer will rely on you to drive progress throughout the Paper Process stages

ALWAYS CHECK

- With your Champion that you have clearly mapped out stages and stakeholders involved with the Paper Process
- That you have risk checked the things that could go wrong such as key stakeholders being on PTO or sickness leave
- If you are using a Go Live Plan, that the customer has engaged with any new information within it