INNOWISE PROCESS MAPPING CHECKLIST

InnoWise™ Process Mapping
Checklist Feedbank

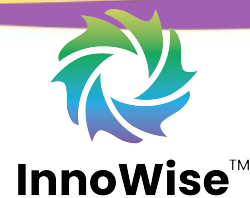**InnoWise**™

PROJECT
DATE

STEP 1: FORM

- The FORM phase of the process is about initiation and identification related to the idea and the problem that it is solving and the resources and knowledge aspects that will be needed.
- The creation of the solution or the new knowledge has not yet commenced.

A problem worth solving has been identified

A project has commenced to examine the problem in more detail

A potential solution or the knowledge goal has been identified

The players developing/ using the solution have been identified

A knowledge gap to implement the solution has been identified

Potential collaborators that could fill the knowledge gap have been identified

Resources required to complete the project through each of the four phases of its development have been identified

STEP 2: CREATE

- The CREATE phase involves development, creation and testing to make ready for the next ADOPTion phase.
- The new knowledge is being created and starts to be transferred among participants, including collaborators. New knowledge objects (manuals, training objects, drawings) are being developed and tested.

The solution is being developed

The solution is being tested

The knowledge objects are being or have been developed

The knowledge objects are being tested

The collaborators are on board and work is underway

Knowledge sharing between collaborators has commenced

The new knowledge has been checked and tested and is ready for the implementation phase

The solution has been checked and tested and is ready for wider implementation

STEP 3: ADOPT

- The ADOPT phase involves implementation and transfer of the solution and new knowledge.
- The implementation component relates to the use of the solution created to solve the problem.
- The transfer component relates to the new knowledge aspects.

The solution has been developed and tested and is ready for a wider audience

The solution is being made available to more than 1 test case

The knowledge objects are complete, tested and ready for a wider audience

The new knowledge is being transferred to a wider audience

Feedback is starting to be received but not yet acted upon

STEP 4: CRITIQUE

- The CRITIQUE phase of the process involves feedback and realisation.
- Feedback relates to the solution created to solve the problem.
- Realisation relates to the the new knowledge that has been created throughout the organisation or community.

Feedback is being or has been received on the solution

Feedback is being or has been received on the knowledge objects

Feedback is being or has been collated

Feedback has been critiqued

A new problem that is worth solving has been identified

An improvement to the solution has been identified

A new benefit from the new knowledge for our organisation or customers has been identified

An improvement to the knowledge objects has been identified.

The knowledge objects are being utilised