# DAY PROCESS

We maximise the value we deliver by using a repeatable process and careful planning over a short five day period.

## DISCOVERY & SETUP

1. Kick-off meeting
2. Access verification
3. Setup of required tools**
4. Overview of environment
5. Review of existing documentation
6. Survey data processing

## TECHNICAL ASSESSMENT & SURVEY ANALYSIS

1. Server configuration review
2. Platform health & usage analysis
3. Dashboard selection for review
4. Survey data analysis

## TECHNICAL ASSESSMENT & INTERVIEWS

1. Platform health & usage analysis
2. Dashboard review

INTERVIEWS
- Content Consumers x4
- Content Authors x4

## TECHNICAL ASSESSMENT & INTERVIEWS

1. Dashboard review
2. Blueprint assessment review

INTERVIEWS
- Blueprint governance
- Server Admin x1

## CONCLUSION

1. Report finalisation
2. Handover of deliverables
3. Presentation of findings and recommendations
4. Open discussion