

SPEED client assessment

S

SUCCESS

- How do you define a successful project?
- What is the most important business goal that you can contribute to your organization?
- What up-to-date, relevant expertise do you need to accomplish your goals?
- What are the skill gaps your team is missing?

P

PLANNING

- Do you have the appropriate budget approval to bring on a consultant?
- Do you have a compelling project description written and shared broadly?
- Do you have a good understanding of the hard skills, soft skills and cultural fit needed in the consultant?
- Have you gathered the consultant's performance data from the interview process?

E

EXECUTE

- Do you have a SOW drafted with deliverables, the timeline, and payment terms?
- Have you communicated to your team the reason you are bringing in an expert and established an environment of inclusion and trust?
- Have you established lines of communication between the consultant and team?
- Have you set appropriate expectations with the consultant about our culture & work?

E

EVALUATE

- What is your approach for evaluating success?
- What are your key metrics?
- In what format do you want to review these metrics?
- How often do you review the scorecard/dashboard?

D

DECIDE

- Is it time to move on to the next project?
- Are the goals still relevant?
- Am I missing the right expertise on my team?
- Are the metrics meaningful and helping me make sound business decisions?