



Transformation map overview

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This document is intended to provide a high level introduction to the concept of using a transformation map to support workshops as part of the World Class Skills programme.

It is intended to be used as an illustrative example for providers to support strategy development discussions.

Introduction

What is it for?

During pressure and change, you often get lost in the day to day detail. The transformation map provides clarity around where you need to get to and what activities will get you there. If you are performing activities that are not directly related or bear no relation to the map then you need to question why you are doing them, or what major activity you need to add to the map.

The transformation map:

- enables you to get a feel and understanding for any impact if problems occur with key activities;
- provides a focus point for key decisions to be made;
- provides an integrated view of ongoing activities; and
- allows more specific planning around the major activities.

An example template is shown on the next slide and then the process for developing your own transformation map is explained.

Timeline



Developing a transformation map

The transformation map on the page overleaf is an example of an employer engagement change programme.

To construct a transformation map you should:

- Use brown paper and masking tape to make a transformation map on the wall of a workshop, ensuring that it is a working document and large enough for a group to gather around and work on.
- Determine the main workstreams around the perimeter of the transformation map, in the example these include people, technology and process.
- Mark your programme timeline across the top of the transformation map, breaking it in to the significant milestones of your programme.
- Record the 'as-is' situation in the bottom left hand corner and the 'To-be' vision of your programme in the top right hand corner. Including how much change you foresee
- If there are any key decisions to be made before you can determine certain aspects/activities of your programme you should mark these on the transformation map with a red star.

Developing a transformation map (continued)

- Determining the main activities of the transformation map is normally an iterative process. As a group you should mark the key activities on the map using post-it notes, then discuss as a group if anything has been missed, or if anything is too tactical to be included. Once you have agreed on the high level activities the transformation map should be transferred to a one page document as shown overleaf. It can then form the basis of the high level project plan.



Use of the transformation map

Why would you consider using a transformation map?

- The transformation map is a high level project plan that can be used to show what activities should take place, when, within the timescale of your project.
- It informs more detailed planning for each workstream/major activity. For example, the process work stream would take the activity within the transformation map 'Define CORE processes and data activity' and drill down on the activities that this requires.
- It is also a high level measure of the impact that convergence will have on the organisation/region/end-market as it is possible to see all the activities at once in a given time scale. This enables you to get a feel and understanding for any impact to the programme if problems occur with any of the major activities thus informing your contingency planning and enabling you to respond to unforeseen circumstances faster.
- It provides a focus point for key decisions that need to be made at either a regional or end market level.
- It provides an integrated view of the change.