IT WORKFLOW TEMPLATE

1. DEFINITION
   Define the process and assess the scope.

2. PREPARATION
   Hold a kick-off meeting and assess the planning and organization.

3. ASSESSMENT
   Interview relevant people, review documents, consolidate results, and determine priority level.

4. ANALYSIS
   Perform a SWOT analysis, define potential improvements.

5. PRESENTATION OF RESULTS
   Create a detailed report of results and present information to all relevant stakeholders, team members, and upper management.

6. CLOSURE
   Hold closure meetings and perform a post-mortem analysis.
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