# Analysis Template

*This tool will help to guide you through a process of using the information you have gathered to determine the design principles and implications.*

**How to use the analysis template:**

**STEP 1 Summary & Principles:** *This is an essential step and must be completed*

This will help you identify the needs of each of the 3 stakeholder groups. You should be able to articulate the needs as a simple, measurable sentence

**STEP 2 Root-Cause Analysis:** *This is an optional step, and should be used where appropriate*

Use when a particular issue or problem is identified, or when a better solution needs to be found to an existing process or structure. It will help you to ensure you understand and address the deeper causes, rather than just looking at symptoms. There are 2 options:

1. Cause-Consequence: When the issue is complex, and may have multiple competing causes
2. 5 Whys: For simpler issues, where there are only one or very few causes. This is a simple technique where you keep asking ‘why’ until you get to the real cause.

Use the ‘Root-cause Analysis Template’ from the IMPLEMENTATION stage to complete step 2.

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| **SUMMARY OF LEARNINGS** | **Analysis Method**  *As per the above instructions* | | |
| **Summary/Principles** | **Is Root Cause Analysis Needed?** | |
| **Cause**  **Consequence** | **5 Whys** |
| What are the needs from a leadership perspective? | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| What are the needs from a department perspective? | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| What are the needs from the end user perspective? | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| Legal /Contractual requirements | 1. | | |
| 2. | | |
| Other learnings | 1. | | |

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| Design Principles | From the information in the above table, draw out the principles which should be used in the design of the solution in the DESIGN stage. |
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