Planning a technology project

Start with one task people already do. A useful brief makes it clear who does the work, where it slows down and what should improve.

Walk through the work

Ask someone to show you the last real example. Follow it from the first request to the final decision. Write down where they copy information, wait for an answer or rely on memory.

Choose a first release

Pick one workflow, audience or location to start with. Name one person who can make decisions and one person who can test the work. Record the budget, deadline and any tools you need to keep.

Set a check you can repeat

Measure the current task before changing it. For example, time how long the weekly report takes. Ask the same people to make the same report after the pilot and compare the two.

How M-CreativeHub can help

We can review your process, prepare a brief, compare options and scope a first phase. The proposal can set out deliverables, costs, responsibilities and what the team needs to supply.

What to bring to the first conversation

One example task, the people involved, the tools you use today, a target date and one result you want to see.

Before you budget for the build

Use one real task to decide whether a process change, a small prototype or a funded build is the best next step.

Separate the cause from the symptom

If invoices go out late, time the steps. Missing prices, slow sign-off and duplicate entry require different fixes. Try a shared price list or an agreed approval deadline before paying to recreate that process in software.

Cost the first year

List setup, data cleanup, hosting or licences, staff training, support and time away from normal work. Ask which items recur, which may rise with use and which are paid to other providers. Set aside a budget for maintaining what launches.

Run a trial with a stop rule

Choose a small group and one workflow. As an illustrative target, a report that takes two hours today might need to take under one hour in a trial, with the totals still matching the source records. Agree up front who checks the result and when to stop or revise.

Do not commission a build before these basics are settled

Pause if nobody owns the process, the records are unavailable, or the team cannot spare time to test. Spend first on documenting the workflow and assigning responsibility. A short discovery phase can reveal whether further design is worth funding.

Before you commit

Proceed when you have an owner, a sample of the work, a measure of improvement and a realistic first-year cost.