

# BACCM–Checklist

## CHECKLIST – THINGS TO ASK



### Change

- What kinds of changes are we doing?
- What changes are needed to satisfy the need and realize the potential value of the solution?
- What needs to improve?
- What change strategy will ensure the highest value for the stakeholders within the context?



### Need

- What are the needs we are trying to satisfy?
- What problems are we trying to solve?
- What opportunities are we trying to address?
- Are there any conflicting needs?
- How can we prioritize the needs?



### Context

- What are the contexts that we are in?
- What are the contexts that solutions are in?
- What are the limitations within the context that may prevent the value from being realized?
- What are the circumstances\* within the environment that influence or are influenced by the change?

Consider these circumstances:

attitudes, behaviours, beliefs, competitors, culture, demographics, goals, governments, infrastructure, languages, losses, processes, products, projects, sales, seasons, terminology, technology, weather, and other elements relevant to the change.



### Stakeholder

- Who are the stakeholders involved?
- Who has the need?
- Who is interested in, impacted by, or can influence the change or solution?
- What are stakeholder characteristics?
- What concerns do stakeholders have about the change?



### Value

- What do stakeholders consider to be of value?
- Is there different value for different stakeholders?
- What impacts the value?
- How can we assess and measure the potential value of the solution?



### Solution

- What are the solutions we are creating or changing?
- How is the problem going to be resolved?
- How can we take advantage of the opportunity?
- How can we achieve the highest value for the stakeholders within the context?
- What are the necessary or desired characteristics of solutions?
- Does the proposed solution satisfy the need?
- Is the solution delivering the potential value?