

# 7 STEP METHOD™

### Improving People, Process, and Productivity

Driving change with standardization removes potential influence of the process itself. The KandH Consulting 7 Step Method™ is designed to manage change within an organization using a sequential path that is adaptable to parameters of a particular scope. Potentially cyclical in nature, this method delivers measureable results in relation to defined expectations and goals. Use of this method is the cornerstone of our fixed cost and 100% guaranteed deliverables.



### Define & State

• **Define** need providing scope of coverage, potential influencers, decision-makers, stakeholders and benefactors

• **State** expectations and goals that are clearly defined, realistic, worthwhile, comparable, measured, and time-sensitive

#### Investigate

• **Investigate** using observation, fact-finding, interviews, record and document review gathering all potential data

Catalog and sort results in preparation for analysis

Analyze

- **Define** item of interest and its objective in relation to stated need
- Compare/contrast against current theory, trends, methods, process, and procedure
- Analyze qualitative and quantitative data
- Rank overall results and create platform to establish measurable conclusions
- **Draw Conclusions** from findings and document summary statements
- Record conclusions and review against need and expectations
- Confirm necessary areas of potential change

#### Recommend

Conclusion

- **Establish** measurement criteria and potential feedback mechanisms for each recommendation
- Rank in order of importance and need
- Build action plan that is measurable and attainable while being time-sensitive

Execute

- Use steps set forth in the action plan and execute by milestone-driven process
- **Evaluate** success of process and make adjustments to execution as necessary to complete milestones
- Note any additional issues uncovered by the process and document

#### Feedback

- Define and prioritize feedback method, participants, and benefit
- **Gather** post-execution data and evaluate against recommended measurement criteria
- Analyze results and create new goals and expectations as needed
- Adjust as needed to improve process efficiency



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## People Management, Process Improvement, & Productivity Consulting

K and H Consulting takes a hands-on approach to help start-ups and small businesses drive success with emphasis on people management, process improvement, and productivity consulting to create proven value within management, marketing and advertising, operations, financials, and key fundamentals without a huge price tag or

vague objectives.

