

CHECKLIST SYSTEMS ANALYSIS

LEAD QUESTION	CHECK QUESTION	CONTROL OUTCOME
What are the major activities and elements?	Do the activities/elements act as parts of a larger system?	Do the activities logically form parts of a system?
Do any activities identify processes?	Do they show any elements to be included?	Do these new elements add or clarify parts?
What are the main elements you can identify?	Do the parts interact within a larger frame or system?	Do the parts logically form parts of a system?
What are the main variables you can identify?	Do the variables act between parts?	Do the variables play a logical role in the system?
What are the main drivers of the organization?	Do they show any elements to be included?	Do these new elements add or clarify parts of the system?
What are the missions of the organization?	Does the mission show any activities to be included?	Do these new activities add or clarify parts?
Are there set corporate goals, strategic objectives?	Do these goals of objectives highlight any elements?	Do these new elements add or clarify parts of the system?
What are the main divisions or departments?	Do the divisions interact as parts of a larger system?	Do these divisions define clearer parts of the system?
Are competitors and partners to be shown?	Do these serve an important role? Consider inclusion.	Do these new competitors add or clarify the system?
Are clients and distributors to be shown?	Do these serve an important role? Consider inclusion.	Do these new parties add or clarify the system?
Are suppliers and partners to be shown?	Do these serve an important role? Consider inclusion.	Do these new parties add or clarify the system?
Are legal bodies or other legal elements to be shown?	Do these serve an important role? Consider inclusion.	Do these new parties add or clarify the system?
Have all relevant trends been shown?	Do these add meaning to the system interlinked elements?	Do these trends add to the system definition and clarity?
Have all rates of change of trends been shown?	Do the rates of change show any other elements needed?	Do these rates add to the system definition and clarity?
Do you feel the full system has been illustrated?	If no, consider again all types of elements discussed above.	Re-formulate sections of the system that need attention.
Check again if some elements are superfluous?	Are there elements that cause confusion of the system?	Remove the elements if they lead to system confusion.

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