Scoping Questionnaire

LONG RANGE PLANNING

Anaplan

Organization

SCOPING QUESTIONNAIRE

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Organization

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- ☐ Can you articulate your goals and any major risks you foresee?

- ☐ Is your organization going through any major transformations that may impact your financial planning? If so, how (e.g., ERP implementation)?

- ☐ How do you currently measure the performance and success of your business process (e.g., quality of analysis, accuracy of forecast, monthly close-out speed target, etc.)?

  - ☐ How do you measure the success of the project?

- ☐ What is your organization's availability and commitment for project resourcing?

  - ☐ Do you have data integration specialist to help build integration needs?

  - ☐ Are there any competing projects that could impact resourcing or project timeline (e.g., ERP implementation)?

- ☐ What are the top questions that your investors / board members ask you regarding your strategic growth plan?

- ☐ What are the areas of your business that are most likely to change in the next 3-5 years, and why?

- ☐ Do you plan and report across different versions of your organizational hierarchy? If so, how?

- ☐ How many years of historical data is available to you?

Process

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Process

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- [ ] General
  - [ ] Can you describe the overall forecasting process that you currently have?
  - [ ] What are your central/corporate drivers vs. regional drivers?
  - [ ] What currency do you plan in (e.g., dollar, euro, etc.)?
    - [ ] What is your FX conversion methodology?
  - [ ] What elements do you generally do allocation, and what is the methodology for each of those allocations (e.g., overhead)?
  - [ ] What are the critical reports that will be required?
  - [ ] Are you looking at M&A / divesture? If so, please describe.
  - [ ] How are you currently financed? Do you anticipate (or plan to introduce) any changes in the next 3 to 5 years?
  - [ ] Are balance and cash flow statements included in your long range plan?
- [ ] What granularity do you forecast (e.g., BU/function, P&L category, geo, etc.)?
  - [ ] For each dimension, can you list the number of items (e.g., number of BU/functions, number of P&L categories, etc.)?
  - [ ] Is it at one or multiple levels of hierarchy? Does the granularity differ in different areas of the business?
- [ ] What is the time period of your forecast (e.g., quarterly or annual)?
- [ ] How many years in the future do you forecast for?

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- ☐ How many different scenarios of your forecast do you want to be able to run a variance analysis between (e.g., base-line scenario vs. aggressive scenario vs. worst-case scenario, etc.)?

- ☐ Do you have more than one fiscal year in the business? If so, what are they?
  - ☐ What is your quarterly calendar type for each (e.g., 4-5-4, 4-4-5, etc.)?

- ☐ Expense
  - ☐ How do you currently project your OPEX (e.g., driver-based, run rate / statistical growth rate, etc.)?
  - ☐ How do you currently project your CAPEX (e.g., individual asset planning, plug, etc.)?
  - ☐ What are some efficiency KPIs that you measure (e.g., customer acquisition cost, OPEX as a percent of revenue, etc.)?

- ☐ Revenue
  - ☐ How many revenue streams do you have? What is the rough percentage composition of each revenue stream?
  - ☐ How many different ways do you look at your revenue projections (e.g., capacity-based, pipeline-based, run rate, etc.)?
  - ☐ Are there any new revenue streams and/or channels that you plan to introduce? If so, please describe.
  - ☐ Are there any new products and/or markets that you plan to add to the existing revenue streams? If so, please describe.
    - ☐ Would there be exiting products or markets that these should mimic from forecast perspective?
  - ☐ How do you allocate the revenue targets (e.g., based on history, overrides/adjustments allowance levels, etc.)?
  - ☐ What are some top-line KPIs that you measure (e.g., YoY growth, product mix, etc.)?

Process

☐ Workforce

    ☐ What is your current headcount and anticipated year-over-year growth?

    ☐ How do you project headcount and associated cost (e.g., by job level, BU/function, region, etc.)?

    ☐ What are key employee productivity KPIs that you measure (e.g., revenue per headcount, cost per headcount, etc.)?

Data

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Data

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- [ ] Meta data: For each of your meta data (accounts, cost centers, products, etc.)
    - [ ] What is the source?
    - [ ] What is the frequency?
    - [ ] How many items are in each list? What are the associated properties?
- [ ] Data: For each of your data (e.g., ERP feed, CRM feed, HRIS feed, etc.)
    - [ ] What is the source?
    - [ ] What is the frequency?
    - [ ] How many records do you bring in a month?
- [ ] Outbound data: For each of your outbound data (e.g., ERP)
    - [ ] What is the frequency?
    - [ ] What is the destination?
- [ ] Integration methodology
    - [ ] What data feeds need to be set up through integration? What data feeds are brought in manually?

Users

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Users

- [ ] What are the types of roles of the anticipated users of Anaplan?
    - [ ] How many users do you anticipate for each type of role?
- [ ] How will each role interact with the model?
    - [ ] Are there individuals who fit into more than one role?
- [ ] How are the users accessing the platform? Via Single Sign-On (SSO)? Or else?
- [ ] What level(s) of hierarchies should the permission be granted?

User Interface

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User Interface Design

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- ☐ Who are the end users?
- ☐ What is their technical aptitude?
- ☐ What are some examples of current user interfaces?
- ☐ Do the users use PC, Mac, or both?
  - ☐ What is the typical resolution of the users' computer screen?
  - ☐ What browser(s) are used?
- ☐ Are other devices used? If so, what (e.g., mobile, tablet, TV screen, double screen, etc.)?

Other Considerations

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Other Considerations

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- ☐ How would you measure success of your project? Which metrics do you need to achieve?
- ☐ How are the decisions made in your organization?
  - ☐ What are the technical criteria to make a decision?
- ☐ Who will sign off on moving forward at each stage?
- ☐ Who is in the power base?
- ☐ What is the consequence of doing nothing?
- ☐ Who is willing to carry the Anaplan flag internally?
- ☐ Who is your executive sponsor?
- ☐ Who is your project sponsor / business owner?
- ☐ Who are the model owner(s)? Model builder(s)?
- ☐ Who will attend Anaplan training? How many people?
- ☐ Do you have change management resources who will help with training?
- ☐ How do you plan to train your end users?
- ☐ Users will need to have suitable access to modules, lists, versions and actions. Who will provision users?
- ☐ What is your desired go-live timing?