# DIGITAL TRANSFORMATION FOR MANUFACTURERS

## IMPROVEMENT PLAN INSTRUCTIONS

The DTM Improvement Plan helps facilitators and teams to document and commit to a plan to transform their organizations based on analysis of Digital Tranformation for Manufacturers Assessment (DTMA) results. The following instructions will help teams to complete the plan:

1. **Name** — Provide a name for the DTMA that is identical to that provided on the actual assessment.
2. **DTMA Date** — Include the date that the DTMA was completed.
3. **Plan Date** — Include the date that the DTM Improvement Plan is completed.
4. **DTMA Overall Score** — Include the overall maturity level score as shown on the DTMA results. This number will be between 0 (least maturity) and 5 (optimum maturity).
5. **Project Name** — Provide a name that helps the team and others quickly identify and communicate the project going forward.
6. **Priority** — Team members should contribute five to 10 digital improvement ideas based on the DTMA Output . The team should group similar ideas into a common action, and then plot the actions according to a 2X2 matrix of difficulty (x axis) by performance impact (y axis) (*see below)*.

**2X2 Matrix**

The matrix will help the team to prioritize actions (e.g., high impact/low difficulty actions are likely to be pursued immediately), but other actions with high impact and greater difficulty may supersede because of their importance.

1. **Category(ies) Impacted** — Identify which part of the organization, based on DTMA categories (e.g., Production, Supply Chain), the project is likely to impact.
2. **Action Plan** — Clearly identify the improvement actions to be implemented and define the commitment as a SMART goal (Specific, Measurable, Achievable, Realistic, and Timely).
3. **Project Lead** — Identify the individual(s) responsible for leading, monitoring, documenting, and completing the project.
4. **Project Sponsor** — Identify the individual(s) in the company who are supporting the team’s work, will help to secure support and/or resources, and can intervene to remove obstacles and/or ensure cross-functional collaboration.
5. **Key Processes Involved** — Processes most likely to be subject to changes and the implementation of new technologies.
6. **Technologies Required** — Identify the technologies likely to be incorporated as part of the project. For example, a project to decrease reactive maintenance work may involve the application of sensing technologies to equipment.
7. **Resources Required** — Identify resources required to complete the project (e.g., training, staffing, funding).
8. **Target Date Completion** — Indicate a date, month, and year when the project will be completed.
9. **Status as of date** — Record the date(s) that status is reviewed and progress is summarized. Add columns for multiple status updates as necessary.