Current Scenario Analysis Template

Below are the main scenario components that the organisation needs to understand. The rows that are coloured are the main inter-connecting components of socio-technical systems analysis that can help stakeholders consider relevant actions and interventions.

Prior to the workshop, the workshop facilitator can consult stakeholder representatives and add some bullet points or comments/questions in the "Current Scenario Description" column (far right-hand side) of this Template (this step is optional) to provide a basic outline that workshop participants can later elaborate.

During the workshop, the workshop facilitator should guide participants to assess all components of the system under analysis, whether it is their organisation, supply chain, or another system. Participants should identify key issues and summarise them as bullet points in the "Current Scenario Description" column, which serves as a record of the group's analysis and can be referenced later.

Scenario Component		Prompts for Eliciting Description of Component	Current Scenario Description
Scope	The organisational system or process being analysed in this scenario.	• What is the scope of the problem being examined/that we are trying to solve? • What part of the process are we focusing on? Is it a single organisation? Is it the process from material extraction to recycling/re-use? Is it part of the supply chain?	
Characterisation/ summary	How this scenario might be summarised or characterised.	• Think of some words or a few bullet points that describe or summarise this scenario (often easiest to do this last) – example might be 'Individualistic, inefficient and low trust'	
Goals	What is this scenario trying to achieve? How is success measured?	• What is the overall goal of the system as a whole? • What is each part of the system trying to achieve? Does each part of the system have its own goals? Are there shared goals? Are the goals competing? • How do parts of this system know if they have achieved their goals? E.g., measures of market share, profit, something else?	
Structure	Physical and financial structures (includes transport structures/ business models)	• Is it separate organisations within a supply chain – separate buildings miles apart? • Are there separate financial systems & business models?	
Processes	The work processes and practices within the scope of the scenario. How is work organised? Org structure & jobs.	• How does work move across this system? • How is the relationship between the separate parts of the system managed? • What are the key job roles in this system? Who is in charge of what? Who works with the technology? Who inputs to key decisions in this process (managers, engineers, shopfloor operators?) • What are the communication and information sharing processes? • What are the skill development processes? • Formalisation, standardisation of processes?	
Technology	What tools and equipment are used or required within this scenario? Hardware & software.	• How many different types of technology are used? • How automated is the process? • How integrated are the systems? • How complex is the technology?	
Stakeholders	Who are the main stakeholders (including employees / customers/the public) what are their attitudes, behaviour & skills – and how does this scenario impact on them (including impact on jobs)	• Who are the main stakeholders (e.g., managers, engineers, shopfloor operators, the general public?) • What does each party get out of the system? (e.g., jobs, safe/usable products?) • What skills and knowledge are available in this system? E.g., technical skills, environmental knowledge. Training needs? • What sort of mindsets do different stakeholders have? • What is the impact of this scenario on different stakeholders (e.g., workload)	
Culture	What are the shared norms, beliefs and values that exist within this scenario? Including society.	• Issues of trust, attitudes about errors, beliefs about sharing information that are prevalent/shared within this system. • Values relating to waste, sustainability etc.	
Benefits/ Opportunities	What are the benefits and opportunities associated with this scenario?	• What are the positive things about this scenario? • Is the system predictable? Does it fit with the dominant value system? Is it sustainable? • Is there opportunity for change and growth, new jobs, skill development?	
Costs/Risks	What are the costs and risks associated with this scenario?	• Examples might include safety, environmental concerns, job loss, obsolescence?	