

Is Your Process Recommendation **READY FOR THE ROOM?**

★ *USE THIS
BEFORE YOU
WALK IN.*

A focused readiness check for process professionals preparing to turn recommendations into **decisions, ownership, and action.**

You may understand the recommendation. The room may not. Before you present, make sure the issue, recommendation, value, likely questions, and required action are clear enough for the audience to follow and act on.



USE THIS BEFORE YOU WALK IN

Scan the five areas below before presenting a process recommendation. If one area feels weak, fix that part first.

1

THE PROCESS PROBLEM

If the problem is not clear fast, the recommendation starts to feel optional.

CONSIDER:

Will the audience quickly understand what process issue this recommendation is meant to solve?

WATCH FOR:

Too much setup, too much history, or a room that has to wait too long to understand why the recommendation matters.

2

MAKE THE RECOMMENDATION EASY TO EXPLAIN AND DEFEND

If people cannot explain the recommendation, they are unlikely to support it with confidence.

CONSIDER:

Can someone in the room explain what you recommend, why it matters, and what value it is expected to create?

WATCH FOR:

A recommendation buried under analysis, unclear benefits, or a presentation that proves the work was done but does not make the next move obvious.

3

THE AUDIENCE STAKES

The room does not care about the recommendation for the same reason you do.

CONSIDER:

Have you connected the recommendation to the priorities, concerns, risks, or outcomes this audience cares about most?

WATCH FOR:

A message that explains the process but misses what the decision-makers need to understand, support, or approve.

4

THE PREDICTABLE QUESTIONS

Predictable questions should not catch you off guard.

CONSIDER:

What questions, concerns, tradeoffs, or decision factors are likely to surface once the recommendation is discussed?

WATCH FOR:

Treating obvious concerns about cost, timing, workload, ownership, risk, competing priorities, or “we tried this before” like surprises.

5

AGREEMENT ISN'T ACTION

Nods are not commitments.

CONSIDER:

What decision, commitment, owner, resource, priority, or next step does this recommendation need?

WATCH FOR:

Positive reactions without a clear ask, broad agreement without ownership, or a meeting that ends with “this was helpful” instead of “where do we begin?”



FROM READINESS TO CAPABILITY

Stronger recommendations are built from stronger process skills: analysis, stakeholder understanding, improvement planning, and the ability to turn process work into clear, action-ready recommendations.

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