

Readiness Assessment Worksheet

Critical Elements:

	Yes	No
Process has strong sponsors	___	___
Process has effective champions	___	___
Support outweighs opposition	___	___
Key resources are identified	___	___
Core participants are willing/available	___	___
There is general agreement on purpose and outcomes	___	___
There is general agreement on how to proceed	___	___
Scope of the planning effort is reasonable	___	___
Staff and technical support have been identified	___	___

Desired Elements:

Purpose and benefits are well-understood	___	___
Participants understand strategic planning	___	___
All needed resources are in place	___	___
Outside technical assistance has been lined up	___	___
Participation and organizational structure is clear	___	___
Roles and responsibilities are clear	___	___
A planning process has been specified	___	___
Time frame has been specified in a workplan	___	___
A strategic planning proposal has been drafted	___	___