

Plan Execution-Readiness Checklist

Theme	Questions	Answer	Score
<i>Readiness theme:</i>	<i>The checklist:</i>	<i>Where are you now?</i>	<i>For this theme:</i>
Strategy Model	Have you decided on a strategy model? Does your model have an 'Outcome' element? Does your model have a KPI element? Does your model have a Project element? Is your model simple to understand? Ensure elements in your model cannot be confused with one another? Have you considered how your model will scale throughout the organization?	No No No No No No	0 / 7
Strategic Framework	Have you decided whether you even need a strategic framework? Will people understand your framework without much explanation? Does your framework help you to formulate a more effective plan? Does your framework help with your reporting?	No No No No	0 / 4
Vision & Values	Have you defined your vision? Does your vision have a defined output? Does your vision have a unique twist? Is your vision scoped or quantified? Does your vision have relatable human elements? Have you defined your values? Do your values align to the values of your key people? Can you confidently say that if you deliver your Objectives, you'll reach your Vision?	No No No No No No No	0 / 8
Focus Areas & Objectives	Have you defined the Focus Areas of your top-level plan? Does your plan have between 3 and 5 Focus Areas? Would someone who is unfamiliar with your plan understand your Focus Areas? Have you defined Objectives underneath each of your Focus Areas? Do you have between 2 and 6 Objectives underneath each Focus Area? Are your Objectives 'outcomes' that you want to deliver?	No No No No No No	0 / 6
Human Resource & Capital	Are you comfortable that you / your team can add at least one Project underneath each Objective? Are you comfortable that you / your team can add at least one KPI underneath each Objective? Do you have a clear distinction between leading and lagging KPIs in your plan? Have you allocated names for ownership of all Objectives, Projects & KPIs in your plan? Have you done at least a high-level estimation of the human effort for each Project? Have you got a blend of business as usual and new activities in your plan? Have you considered whether your organization has the expertise to deliver your plan? Have you got a hiring plan in place to mitigate gaps in this expertise? Have you assessed whether or not any of your Projects have additional capital requirements? Have you got a plan in place for securing the capital gap?	No No No No No No No No No	0 / 10