

## i3 Strategies

### Implementation Readiness Checklist

#### Purpose and Directions for Using the Implementation Readiness Checklist

This checklist is designed to help your organization assess its preparedness to successfully implement a strategic plan, initiative, or improvement effort. It includes four critical components—*Strategy/Strategic Plan Quality*, *Organizational Capacity*, *Organizational Culture/Team Dynamics*, and *Organizational Systems*—that reflect research-based drivers of effective implementation.

#### How to Use This Checklist:

1. **Review Each Statement Carefully** under each component.
  - These statements represent conditions or practices that support high-quality implementation.
2. **Rate Your Organization's Readiness** for each item by placing an X in the appropriate column using the 4-point scale:
  - **1 – Strongly Disagree**
  - **2 – Disagree**
  - **3 – Agree**
  - **4 – Strongly Agree**
3. **Calculate the sub-total for each column** by multiplying the # of X's that you marked in each column by the scale # at the top of the column. (Ex: 4 items marked Disagree -  $4 \times 2 = 8$ ; 3 items marked Strongly Agree -  $3 \times 4 = 12$ )
4. **Calculate the Total for each Component** by adding the four Sub-Total scores.
5. **Plot each Component Total on the Radar Graph** and then draw a line connecting the dots in order (Component 1 through 4) to identify areas of strength and areas needing improvement.
6. **Engage Your Team** in reviewing the results and discussing where capacity-building, planning, or system adjustments may be needed before implementation begins.

By completing this checklist, your organization will gain a clearer understanding of its current readiness level and be better positioned to launch and sustain successful implementation.

## Component 1: Strategy/Strategic Plan Quality

Question	Strongly Disagree	Disagree	Agree	Strongly Agree
Our organizational strategy/strategic plan...	1	2	3	4
Includes a clear vision statement.				
Includes a clear mission statement.				
Aligns to critical needs of our organization or customers.				
Has clearly defined implementation goals and objectives.				
Includes time bound, measurable interim success metrics.				
Has a practical timeline with milestones for implementation.				
Has clearly defined, measurable responsibilities or Key Performance Indicators (KPIs) for all associated positions.				
Includes evidence-based strategies that align with critical needs.				
Identifies funding streams for each strategy.				
Sub-Total: (# of X's in column) x ( Scale # at top of column)				
Total for Component 1:				

## Component 2: Organizational Capacity

Question	Strongly Disagree	Disagree	Agree	Strongly Agree
Our organization...	1	2	3	4
Has the necessary budget allocated for successful implementation.				
Has sufficient number of staff to execute the strategy/plan.				
Has appropriate staff roles to execute the strategy/plan.				
Has appropriate technology and/or infrastructure in place to execute the strategy/plan.				
Provides employees with the tools they need to effectively do their jobs.				
Provides staff with appropriate initial training to execute the strategy/plan.				
Provides opportunities for ongoing staff learning and development to support execution of the strategy/plan.				
Provides employees the opportunity to do what they do best on a regular basis.				
Has identified and engaged key internal champions or leaders who will advocate for and support the implementation process.				
Sub-Totals:				
Total for Component 2:				

## Component 3: Organizational Culture/Team Dynamics

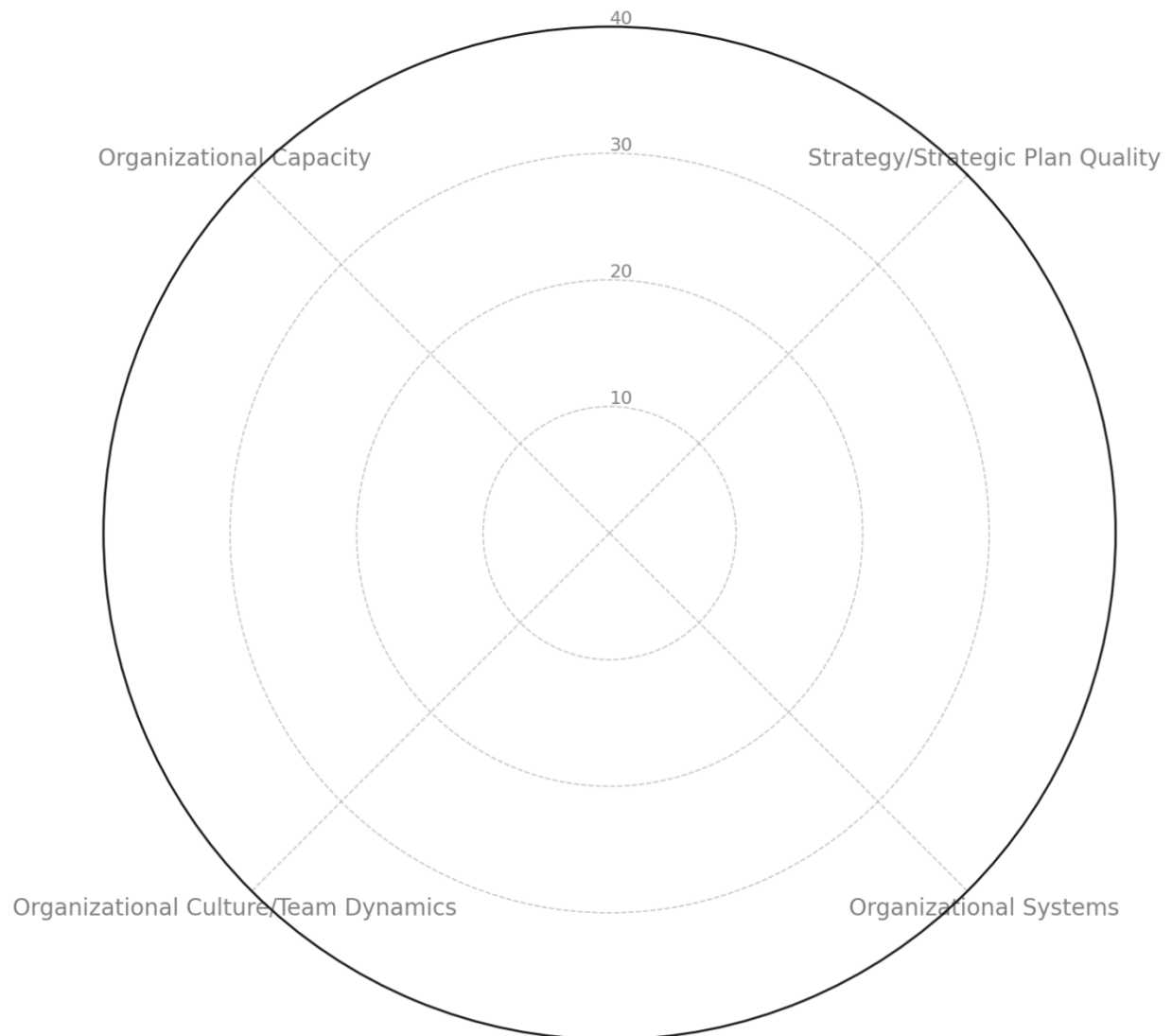
Question	Strongly Disagree	Disagree	Agree	Strongly Agree
Our organization...	1	2	3	4
Have clarity on our organization's purpose and strategy.				
Understand what is expected from them to support the organization's mission and strategy.				
Are recognized for their strong work regularly.				
Feel their opinions matter within the workplace.				
Have regular opportunities for focused collaboration with colleagues.				
Have strong, trust-based relationships with colleagues (e.g., have a close friend at work).				
Experience clear and open communication with leadership and among team members.				
Believe leaders are credible and trustworthy.				
Receive encouragement and fair opportunities to grow professionally.				
Sub-Totals:				
Total for Component 3:				

## Component 4: Organizational Systems

Question	Strongly Disagree	Disagree	Agree	Strongly Agree
Our organization...	1	2	3	4
Has a documented theory of action for each initiative or plan.				
Regularly reviews alignment of employee expectations (i.e. Key Performance Indicators/KPIs) with organizational strategy and goals.				
Provides relevant training for staff to ensure they have necessary skills to handle the new changes or practices.				
Identifies and regularly monitor risks.				
Has feedback systems in place to address challenges during implementation.				
Uses tools to track and assess the progress of strategy and initiative implementation.				
Has a documented onboarding process for new staff.				
Uses the latest technology.				
Has established a dedicated implementation team with clearly defined roles and responsibilities for overseeing strategy execution.				
Sub-Totals:				
Total for Component 4:				

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## Implementation Readiness Radar Graph



If you find this checklist and graph helpful or have any question, please reach out to [aaron@i3strategies.com](mailto:aaron@i3strategies.com) to discuss how we can further help you optimize your organization's implementation, innovation, and improvement strategies.