

S1P2-4: Pilot Readiness Checklist – Example

Purpose:

Ensure all critical elements are in place before launching the ARP-aligned appraisal pilot. Focuses on operational, behavioural, and communication readiness.

Readiness Checklist

Readiness Area	Checkpoint	Status (Yes / No / Partial)	Owner / Notes
System Setup	Appraisal platform configured with updated questions, fields, and scoring rules		
	360° feedback enabled and tested		
	Goal-setting and development fields accessible		
Training & Materials	Manager training session completed		
	Staff guidance pack distributed (e.g. timelines, expectations)		
	Conversation Framework and scorecard templates loaded		
Stakeholder Engagement	Local leads briefed and onboard		
	Executive sponsor publicly endorsing pilot		
	Union or staff reps consulted and informed		
Feedback & Support	Feedback channels in place (drop-ins, chat, local go-tos)		
	Pilot Feedback Form (S1P3-1) configured and tested		
	Issue Tracker (S1P3-2) in place and visible to core team		

Instructions:

Use this checklist during the final go/no-go readiness review.

Partial = in progress, requires follow-up before launch.

Link each checkpoint to responsible owners for accountability.

Action-Response Principle (ARP)

Ref:S1P2-4