

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