



360° scan CHECKLIST

OBTAIN HISTORICAL DATA

Get a sense of the current situation by examining what was done in the recent past.

01 Look at previous work plans (last year's and previous years, if possible)

- a. What were the programs and deliverables?
- b. Are those programs and deliverables being carried over to the current year work plan or have they sunsetted?
- c. How many people resources were there? Was that enough to attain the set objectives?

02 Identify challenges from the previous years.

- a. What were they? Funding, people resources, program delivery setbacks, internal decisions, external factors, etc.
- b. Were the objectives met? To what degree? What was the impact?
- c. Have they been resolved or are they still ongoing? Do they still pose a risk? Can you observe any trends to explain the challenges? Which action/s or strategies could be put in place to course-correct or mitigate the risk?
- d. What lessons can be learned?

ASSESS THE CULTURE

Get a sense of the cultural context in your department/branch/directorate.

01 What can you observe about how risk-adversity in your environment? What about innovation, hierarchy and demographics? Is your organization centralized or decentralized? Why?

02 How might that impact how you plan your work plan (and eventually your budget)?