



# 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 actions 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 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)?