

	Item Number	0 - Not Addressed	1 - Poor	2 – Average	3 – Above Average
1. Identifying the Need	1a. Describe the initiative	Did not address.	Did not clearly describe.	Clearly described the initiative and explained its importance to key stakeholders (i.e. executive sponsors, managers, etc.).	Clearly described the initiative and explained its importance to key stakeholders (i.e. executive sponsors, managers, etc.) Linked the problem to organizational goals or strategy.
	1b. Define the gap between current and desired performance	Did not address.	Just addressed how things were or just addressed the desired outcome.	Clearly identified the gap: both how things were and the desired outcome.	Clearly defined the gap: both how things were and the desired outcome. Conducted a formal gap analysis. Used data/metrics to illustrate the gap and how the gap impacted the organization. Described how they gathered the information and who they talked with.
2. Implementation	2a. Describe the buy-in and support that the initiative received at each level of the organization	Did not address.	Does not clearly address any plan to gain support for the initiative.	Clearly addresses a plan to gain support for the initiative from several stakeholder groups within the organization.	Describes the methodology as well as the strategy used to obtain the support and consensus from executive team members, managers and line level employees. Described how support and buy-in impacted the implementation process.
	2b. Describe implementation plan, action steps, and strategies.	Did not address.	Did not clearly identify steps taken to implement the learning and performance initiative.	Clearly identified steps taken to implement the learning and performance initiative.	Clearly identified steps taken to implement the learning and performance initiative. Demonstrated how decisions about learning and performance initiatives are made in the organization.
3. Results	3a. Describe the metrics used and/or the evaluation strategy	Did not address.	Did not clearly define metrics used or identify an evaluation strategy.	Clearly defined metrics used and identified an evaluation strategy.	Clearly defined metrics used and identified an evaluation strategy. Included a plan for communicating results to key stakeholders and acting on insights gained from the evaluation.
	3b. Describe the knowledge transfer and impact of the initiative on the organization	Did not address.	Did not describe knowledge transfer or impact on the organization.	Described knowledge transfer and impact on the organization and provided some evidence to support confirmation.	Described knowledge transfer and impact on the organization and provided evidence to support the confirmation. Provided a clear link to the initiative and outcomes of the solution.
	3c. Describe how the impact of initiative will be sustained	Did not address.	Does not clearly address any follow-on activities.	Describes plans for follow-on activities such as exposing additional employees to the solution.	Describes plans for follow-on activities such as exposing additional employees to the solution. Explains how key stakeholders will be included in sustaining the initiative.