

# Success Framework Checklist

## 1. Define problem and objectives

- Define the problem
- Define the objectives
- Establish clear measurement criteria that match your objectives
- Define evidence of success

## 2. Define challenges, stakeholders, and timelines

- Identify internal and external challenges
- Identified internal and external stakeholders
- Identify needed and existing resources
- Create project timetable

## 3. Review and evaluate solutions

- Outline potential solutions
- Select solution

## 4. Implement your solution

- Gain stakeholders agreement
- Training plan in place
- Plan solution test run
- Identify technology considerations
- Identify legal considerations
- Identify personnel considerations
- Actualize solution

## 5. Track success, identify improvements, resolve issues

- Track and resolve issues
- Identify improvements
- Revisit measurement criteria
- Gather data
- Get feedback from stakeholders

## 6. Report, adjust, scale your solution

- Review what went right and went wrong
- Identify needed adjustments
- Identify growth needs

For more planning tools and resources, visit

[supportateverystep.com](http://supportateverystep.com)

