



Job Aid: Mission-Critical Checklist

Use this checklist to determine whether an initiative warrants a four-level evaluation. An initiative is only mission-critical, and therefore warrants Four Levels of Evaluation if all factors are a “yes”. The feasibility requirements will help you determine how feasible it is to complete the Four Levels of Evaluation and prioritize the most feasible initiative if there are multiple mission-critical initiatives in consideration.

Mission-Critical Checklist	
Does the initiative have the potential for strategic impact on the organization?	Yes/No
Does the initiative have executive interest?	Yes/No
Does the initiative have executive sponsorship and support?	Yes/No
Feasibility Requirements	
Does the initiative have managerial reinforcement and support?	Yes/No
Is the relevant evaluation data available and accessible?	Yes/No
Are participants accessible after the training event for evaluation purposes?	Yes/No
Is this initiative realistic given the resources available?	Yes/No