



Readiness Checklist

Getting More Out of Capacity Building

Practical ability to participate and benefit

- Board and staff leaders understand change management processes, are focused on capacity building for program success, and have a track record of success.
- Key board and staff members have sufficient time available to devote to capacity-building work.
- Senior staff has recently been stable and has not turned over quickly.
- Organization has a strong set of core programs or services.
- Organization has established basic organizational systems and processes, such as data-driven decision making, human resource management, fund development, and technology.
- Organization is not in the midst of a crisis.
- Organization demonstrates mutual respect and cooperation among staff and board.
- Organization has some previous experience in capacity building and working with external advisors.
- Organization's leadership has a clear sense of the organization's needs and future priorities, a plan to strengthen its capacity, and an explicit strategy for change management.
- Organization has adequate financial and human resources to implement and sustain the capacity-building strategies it identifies.
- Organization can offer something from which other initiative participants can benefit, including guidance, tools, and information.

Motivation and willingness to participate and benefit

- Key board and staff members exhibit a desire to self-reflect, learn, and develop.
- Key board and staff members are motivated to change.
- Board and staff leaders have a shared commitment to enhance the organization's effectiveness.
- Organization has had some previous positive experience with organizational change.