### Assessment System Planning Checklist

Lay the groundwork for an effective assessment system by answering these questions.

| 1. The Purpose of the Assessment System | ✓ What is the driver behind the implementation of an assessment system?  
| | ✓ What problem(s) are you trying to solve?  
| | ✓ What do you hope the certification will accomplish?  
| | ✓ What might happen if you do nothing?  
| | ✓ What evidence, both initially and over time, will demonstrate that the system is accomplishing the goal or purpose?  
| 2. The Target Group | ✓ Who is eligible to take the assessment instrument(s)?  
| | ✓ How many are eligible to take the assessment instrument(s)?  
| | ✓ Where are they located?  
| | ✓ Why should the identified group want to participate in the assessment system?  
| | ✓ How will taking the assessment affect them?  
| | ✓ What kinds of decisions will be made about the group based on the results of the assessment?  
| | ✓ What criteria are currently being used to evaluate the target audience?  
| | ✓ Why do you think assessing this group will solve the problem(s)?  
| | ✓ What evidence will show that the assessment system has positively affected the target audience?  
| 3. The Stakeholders | ✓ Who are the stakeholders?  
| | ✓ How many stakeholders are there?  
| | ✓ Where are they located?  
| | ✓ How will they benefit if the assessment system is successful?  
| | ✓ How will they be affected if it is not successful?  
| | ✓ What role will they play in the design and implementation of the system?  
| | ✓ How do they have to change for the system to be successful?  
| | ✓ Who would be an effective, credible representative of each stakeholder group?  
| 4. The Stakeholder's Views | ✓ Do they share your understanding of the problem?  
| | ✓ What do they expect the program to accomplish?  
| | ✓ How do they envision participation in the assessment system to benefit the target audience?  
| | ✓ How willing they are to change to make the system successful?  
| | ✓ Which issues do they agree on and where do they disagree?  

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