**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? |