

Solution Completeness Checklist

When to use:

When your team is reviewing one or more potential solutions.

Purpose:

The Checklist for Solution Completeness reviews important considerations for solutions. It's easy to get excited about a solution – this job aid is a quick reminder of key factors that should be reviewed before moving ahead.

Next steps:

Potential solutions can be evaluated in detail and prioritized.

Checklist for Solution Completeness
<input type="checkbox"/> Does it support improvement goals?
<input type="checkbox"/> Have we addressed customer expectations?
<input type="checkbox"/> Are all essential processes included?
<input type="checkbox"/> Can we identify the cost to implement? Is it affordable?
<input type="checkbox"/> Does it deliver target metrics?
<input type="checkbox"/> Have upstream impacts been identified and resolved?
<input type="checkbox"/> Have downstream impacts been identified and resolved?
<input type="checkbox"/> Will the solution be accepted and implemented by the team members?
<input type="checkbox"/> Does the solution provide for future growth and/or changes?