

Item Backup Checklist

- Comment is Criteria-based**
It clearly relates to the Criteria requirements and where appropriate contains clear and correct reference(s) to the Criteria requirements being addressed (i.e., it includes pivotal Criteria words without “parroting”).
- Comment provides meaningful feedback**
It addresses what is important not only with regard to the Criteria, but also with regard to the organization based on relevant key factors.
- Comment addresses the relevant evaluation factors (ADLI or LeTCI).**
It provides insight on the organization’s level of maturity or on specific areas in which maturity may be enhanced (e.g. deployment to most critical groups, lack of cycles of refinement of processes critical to a key factor, integration of a process throughout functional areas of an organization, lack of results in key areas, lack of segmentation in results for critical groups).
- Comment includes an explicit “so what.”**
The “so what” provides a rationale for the comment’s importance. It is often linked to a key factor.
- Results comments cite figure numbers and include specific data.**
For example: “increased from 45% to more than 90% from 2007 to 2010 (Figure 7.1-7).”
- Data are correct**
All figures cited, processes named, and results included have been checked against the application to ensure that they are correct.
- Scoring reflects the content of the comments.**
From a holistic standpoint, the range and score reflect the relative significance of the comments (i.e. content and significance of bolded comments) and are most descriptive of the organization’s achievement level for the item. For example, if comments indicate that overall requirements are addressed, processes are mostly deployed, evaluation and improvement and some organizational learning are demonstrated, and alignment is observed, the scoring range for the item would likely be 50-65%.
- Scoring reflects the balance of the comments.**
A total of around six comments are distributed in a way that reasonably reflects the score. For example, a score of 45% may reflect three strengths and three OFIs of equal weight, while a score of 70% may include four major strengths and two OFIs addressing a specific aspect of a multiple requirement. Strict ratios are not required. Instead, a reasonable distribution should reflect the score and the content of the comments.