

Plan - 3.1 Initial planning checklist

Questions	Yes	No	Partially	Possible actions you can take
Have you got senior management support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are senior staff sufficiently informed about your plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are other relevant stakeholders informed at this stage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you got a member of senior staff to sponsor the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you clear about the behaviour to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know who your target groups will be?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a programme team and a lead person in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do they have dedicated time to develop and deliver the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you need to set up a programme steering group?	<input type="checkbox"/>	<input type="checkbox"/>		
Are resources sufficient for the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you need to secure additional resources?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the time period for the programme clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	